

Valued Founders Hall Permit Owner,

During the week of June 20th 2016 we expect the garage access system for the Founders Hall Garage to be changed from the current AVI reader to a proximity card system. During this process we anticipate having the parking gates in the up position for an easy and smooth Entry/Exit process during the conversion. We encourage you to stop by the Parking Service office on the 2nd floor, Room 219 to obtain your new access device as soon as you can, starting Monday June 20, 2016. We will inform you when we are officially ready to start using the new proximity cards, but until then continue to use your assigned transponder if the gates are closed. Below are instructions and some information on how to use your new proximity card when entering and exiting the garage. Please take a moment to read over these instructions. If there are any questions do not hesitate to call the Parking Service office at 703-993-8146 or 703-993-8007

How to use your proximity card:

To use the proximity card hold the card in front of the proximity reader box adjacent to the key pad. Typically the proximity reader will read a proximity card through a wallet or a purse held within 10 inches. A green light displayed signifies a valid read and the gate should open. A red light displayed signifies a problem with the read.

If your proximity card does not work:

Back the access card away from the reader or take it out of your wallet/purse. Wait for the red light to go off and hold the card in front of reader box adjacent to the key pad. Make sure the card is within the 10 inch parameter of the reader. If the access card continues to fail, please use one of the intercoms that are at all entrances and exits to contact the office. If you are blocking other customers from entering the garage please pull a ticket to enter the garage and bring the visitor parking ticket to the Parking Services office on the 2nd floor of the Founders Hall building. If outside of office hours please call the Parking Services ambassador on duty between 7A and 11P seven days a week at (703) 987-9049. If between the hours of 11P and 7A and you need to exit the garage please call (703) 987-4991. If you cannot provide the visitor parking ticket to the Parking Services office or to the Parking Services ambassador you may be responsible for the applicable visitor charges associated with the visitor parking ticket.

Subsequent use:

Always use your access device to enter and exit the garage in sequence to avoid being locked out by the anti-pass back logic of the software. If one parking gate is open or broken, please choose a closed parking gate to enter or exit the garage. You may drive through an open parking gate only if directed by a Parking Services ambassador or if all parking gates are in the open position.

Thank you,
The Arlington Campus Parking Services Team