

Dear Administrative and Service & Repair Permit Holders,

As a reminder, **Administrative and Service & Repair permits are only valid for up to 2 hours unless otherwise marked.** They may only be used when in the process of carrying out a University business function. One should limit the time parked in designated Service & Repair and Administrative parking space in order to be considerate of others' needs. One cannot have a Service & Repair parking permit if they are using a state vehicle. Administrative and Service & Repair parking permits are only to be used when an individual needs to attend business at another campus or, in limited cases on other parts of one's campus **and cannot be used to park in the Admin, Service & Repair, or State Vehicle spaces around your primary work location.** Abuse of these parking permits may result in revocation of parking privileges. Furthermore, these passes must be used in conjunction with a valid Mason Parking Permit and both permits must be clearly displayed with numbers facing outward, in conjunction with one another. **Please display your primary permit from your rearview mirror and place the Administrative or Service and Repair Permit on your dashboard.**

Administrative and Service & Repair parking permits are valid in any designate Administrative, Service & Repair, and State Vehicle parking space in conjunction with a Faculty/Staff parking permit. Any vehicles not parked in a parking space, even with an Administrative or Service & Repair parking permit, are subject to being ticketed and towed. They do not exempt vehicles from time restrictions in time zones without prior permission from Parking Services. Upon request, departments may be issued access devices for Rappahannock River, Mason Pond, and

Shenandoah Decks to accommodate longer duration parking needs for those using Service & Repair and Administrative parking permits.

ARLINGTON ACCESS – Departments that have supplemental Administrative or Service & Repair parking permits will need to direct their staff to park in the Founders Hall Parking Garage when visiting the Arlington campus. Parking in Founders Hall requires an electronic access device to enter/exit the garage. If the department does not already have a Founders Hall access device, they may request them by sending an email to [arlpark@gmu.edu](mailto:arlpark@gmu.edu) (we will issue as many transponders as the department has supplemental permits). Requests for new or additional Administrative or Service & Repair parking permits needs to be approved through the Director of Parking & Transportation by contacting Ann Moran at [AMoran1@gmu.edu](mailto:AMoran1@gmu.edu).