**CLASSE Guidelines for Distributing Parking Permits to Visitors at Wilson Laboratory**

The Laboratory’s one-day scratch-off permits and permanent hang tags are restricted for CLASSE business purposes only (e.g., seminar speakers, users, advisory committees, site visits, outreach, and special program participants). These permits are not for personal use by CLASSE employees. Scratch-off permits and permanent tags are only valid in the lower Wilson Lab parking lot. A log must be kept that lists information about each permit that is issued to our visitors, including a detailed description of the business purpose (for audit purposes, supporting documents must be provided by the requesting CLASSE staff member, especially if the permit is charged to a research award). All permits must be kept in a secured location to protect against theft or inappropriate use.

Parking permits cannot be charged to a research program(s) unless the visitor is directly contributing to that specific research program(s). If a visitor is here on business that does not contribute to a specific research program(s), that visitor must use a permit that has been charged to CLASSE discretionary funds.

Craig McAllister, the Director of CU Risk Management, has advised us not to give parking permits to any vendors, understanding however that there may be an occasional exception. CLASSE administration agrees, therefore the following guidelines are to be followed for all vendors:

* Uninvited vendors who wish to visit the Lab to make a sales pitch for their product(s) must purchase their own parking permit.\*
* Vendors who visit to fulfill the requirements of an existing contract, agreement, or purchase order must purchase their own parking permit.\* (For example, if we’ve purchased equipment from this vendor and they’re here to ensure it’s working properly, or to fix it, the terms and conditions of the transaction have already been negotiated, therefore the parking permit should be at their expense.)
* If we extend a special invitation to a vendor to request that they visit to demonstrate a product and/or provide consultation services, we may choose to issue a parking permit to this vendor.

\*These vendors should be instructed to stop at a traffic booth to purchase a visitor permit or to get directions to metered lots located close to Wilson Lab.

If you have questions or concerns regarding these visitor parking permit guidelines, please contact Bill Franklin or Kathy Dedrick.

bjb 1/16/14