

Dear Team Administrators, Coaches, and Participants,

Welcome to the 2018-2019 academic year, we are excited to continue to host your practices and events here at the Campus Recreation Complex! Please take this opportunity to review our procedures for accessing the facility and parking below.

**Facility Access (additional information on next page)**

- Every team member and participant must obtain an Access Card and bring it with them each time to enter the Campus Recreation Complex and gain access to the pool(s).
- To obtain an Access Card and/or activate your current card, team members and participants should visit the Member Services desk (located in the CRC main lobby).
- The cost for an initial or replacement Access Card is \$30. We accept Visa, MasterCard, AMEX, Discover, and checks. No cash please.
- Coaches will regularly submit a roster to the Member Services Coordinator with each participant's full legal name, date of birth, gender, and contact information to ensure swim group memberships are accurate and up-to-date.

**Parking (additional information on next page)**

- The CRC offers parking permits on behalf of the Office of Parking and Transportation Services (PTS).
- **CRC Evening Only Parking Permit (\$15/Month)** - Permits are valid in the W06 zone (street parking along Tech Parkway) Monday-Thursday 4:30pm-8:00am and weekends beginning Friday at 4:30pm through Monday at 8:00am.
- **CRC Day (24 hour) Parking (\$30/Month)** - Permits will be valid in the W06 zone (street parking along Tech Parkway) 24 hours per day 7 days per week.
- Please note space may be limited or unavailable during CRC or campus special events. During those times, overflow parking may be available for W06 permit holders in W04 or W01 zones.
- Georgia Tech PTS also offers visitor and short-term parking. More information can be found at <http://pts.gatech.edu/visitors>. We recommend the Area 3 zone on Ferst Drive, directly across the CRC.

As always, thank you for choosing our facility to host your organization's practices and events. If you have any questions, please feel free to reach out to our Member Services Team and we would be happy to assist you.

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**Campus Recreation Complex**

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## **Additional Parking Permit Information**

- The Campus Recreation Center sells permits as a service on behalf of the Office of Parking & Transportation Services. Please review and abide by all policies found at <https://pts.gatech.edu/parking>.
- Please carefully check and confirm your practice times. If you plan to park for practice prior to 4:30pm during the week, you may consider purchasing a day pass.
- Permits are intended to be utilized only during team practice or events. Abuse may result in the discontinuation of the permit and/or the customer's vehicle being subject to a citation and/or towing.
- To assist in making your experience easy, please have the following required information ready when you purchase your permit:
  - **Make, Model, Year, Color and License Plate Number**
- Permits will be sold in a minimum of **3-month increments**, except when the permit is purchased within 3 months of the end of the parking year.
  - The parking year is August 15, 2018 - August 14, 2019. No permits may extend beyond that date August 14, 2019.
  - Permits cannot and will not be sold for any less than a full month (i.e. no half months).
- If you do not currently have a permit, please consider parking in the Visitor Parking lot on the day in which you come to purchase your permit to avoid receiving a citation.
  - A parking map can be found here:  
[https://pts.gatech.edu/sites/default/files/documents/2016-17\\_parking\\_locations.jpg](https://pts.gatech.edu/sites/default/files/documents/2016-17_parking_locations.jpg)
- You may consider downloading the *ParkMobile* application, which allows you to pay for short-term metered parking on-campus via your phone.
- CRC parking permits are valid in the **W06** zone only (street parking along Tech Parkway) and **do not permit access to W10 deck**.
- The permit is not valid in handicap spaces (without a proper GT handicap decal), reserved, service vehicle, metered spaces, or 'no parking' zones.
- A valid hangtag/permit must be displayed while parked on campus.
- CRC permits will only be sold at the CRC Member Services desk.
- **Permits are non-transferable, will not be pro-rated, and are non-refundable.**
- Parking location availability is subject to closures for events, construction and safety.
- If a participant has a current citation, the citation must be paid prior to purchasing a permit.
- If a participant receives a citation for a parking violation on Georgia Tech's campus, and the participant wishes to dispute the citation, the member must appeal through the Parking & Transportation Services recognized process, which can be found at <http://appeals.pts.gatech.edu/Appeal/Guest>
  - Citations given to coaches or any other person are not considered an appeal.

## **Additional Facility Access Information**

### Rosters

- Each organization is responsible for maintaining and providing an accurate roster of participants for access to the CRC.
- CRC staff will regularly request each group's administrators and/or coaches to review the current roster and provide updates as necessary.
- An accurate roster is required to ensure all participants enjoy access to the facility.

### Damaged & Lost Cards

- The Campus Recreation Complex will replace, at no charge, any worn and nonfunctioning Access Card that exhibits normal wear and tear.
- The Campus Recreation Complex will charge for abnormal wear and tear, photograph change, lost, or stolen Access Cards.
- Damaged Access Cards will need to be exchanged for the new Access Card.

### Practice Times

- Access is granted for the purpose of participating in your organization's practices and events.
- Participants do not have CRC membership privileges and should not utilize other areas of the facility.
  - Participants or parents who abuse this access may have their access privileges suspended.

### Viewing Practice

- Parents and chaperones may view practices from the stands accessible on the 2<sup>nd</sup> floor of the CRC.

### Parents

- Swim group parents may purchase a guest pass to utilize the CRC to workout.
  - Parents should visit the Member Services desk with their swimmer to purchase a guest pass. A government issued ID is required to purchase.