

MEMORANDUM FOR DISTRIBUTION

Subj: RESERVED CARPOOL PARKING SPACES

1. Reserved spaces in the 01BE parking lots are for employees' carpools. The requirement for an assigned reserved parking space is a carpool **with two or more people ridesharing at least three days a week.**

2. We require the following information for each carpool member in order to obtain or retain a reserved parking space.

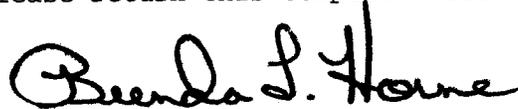
CARPOOLER #1 (print)	CODE	PHONE #	SIGNATURE
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CARPOOLER #2 (print)	CODE	PHONE #	SIGNATURE
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CARPOOLER #3 (print)	CODE	PHONE #	SIGNATURE
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CARPOOLER #4 (print)	CODE	PHONE #	SIGNATURE
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3. Due to a lack of parking spaces, carpooling has become a high priority. If you cannot get participants for your carpool on a regular basis you must relinquish your reserved space. Please return this completed form to Code FM1 as soon as possible.



BRENDA L. HORNE
 Director
 Administrative Division