



From the desk of:
Sam Levitt
Vice President for Facilities & Auxiliary Services

To: AJU Staff
From: Sam Levitt
Date: August 21, 2017
Subject: Familian Campus Parking Lot Reminders

With the Fall 2017 semester almost underway, there are a number of reminders for parking at the Familian Campus that we would like to share.

- 1) All staff and faculty should have returned to their assigned parking areas:
 - a. For those of you assigned to Lot 1A, please remember to leave your keys with the attendant onsite or at the front desk if you are parked in tandem and blocking another vehicle. This must be followed, as we do not want to have to search the building to move cars.
 - b. Lot 1L is now visitor parking as the number of spaces was greatly reduced and we do not have a way to block off that space. Thank you for your understanding and cooperation.
 - c. For those of you assigned to Lot 4, please begin parking back in those spaces. The shuttle will continue to run from 8:15 to 8:30 AM and from 5 to 5:30 PM starting on Monday, August 28th.
 - d. If you have chosen to park on Mulholland Drive, please contact Barry via phone or email so that your space can be assigned to another user as needed as spaces are at a premium.

Please remember that this is during the semester, while classes for our students are in session. During times when students are not here for classes, we will adjust this situation as spaces come available.

Thank you in advance for your cooperation and understanding. Do not hesitate to contact me with any questions.