

## MEMO

TO: All Individuals Requesting Use of Central Office Boardroom

FROM: Dr. Mike Murray, Associate Superintendent

RE: Parking Instructions for All Meetings at Central Office Boardroom

Due to limited parking at the Central Office, the following procedures should be followed. Please be sure to send everyone attending the meeting these instructions:

- Carpooling must be encouraged. Participants should meet at their schools and share a vehicle.
- Parking is available at St. John's Episcopal Church Parking Lot **ONLY** if using the lot off of Spring Street.
  - To access the correct parking lot at St. John's turn off Main Street onto Spring Street (across from Marion Police Department). You must first enter Spring Street, then immediately turn right off Spring Street into St. John's Episcopal Church drive beside church leading into (2) lots. **Please DO NOT use the lot at the St. John 's fellowship hall directly across from Central Office on South Garden Street.**
- Parking is available at the Public Parking lots downtown off Main Street or West Henderson Street.
- **DO NOT PARK IN THE ADJOINING DENTAL OFFICE PARKING LOT.** Cars may be towed if parked in this area.

We would love to accommodate everyone with parking spaces, but unfortunately, this is not possible. Thank you for your cooperation in this matter, and we apologize for any inconvenience.