U.S Department of the Interior
Office of Facilities and Administrative Service
Support Services
Summary Assigned Parking Regulations and General Information
for the South Interior Building (SIB) Parking Lot

Regulations

1. All vehicles must be issued a valid parking permit to obtain entry and clearly display it at all times while on the premises.

2. To access the SIB Parking Lot, you must be issued and use your DOI Identification (ID) Card or a carpool/vanpool proximity card to open the security gate. Place either card against the card reader located at the 20th Street entrance to open the gate. A card is not needed to exit the SIB Parking Lot via 19th Street.

3. All vehicles entering the garage are subject to interior, trunk and engine compartment searches.

4. Parking assignments are made by zone and space size. Permit holders may only park in their assigned areas (any available space matching the vehicle size on your permit and within your assigned zone). The control number on the permit is **not** a space designation.

5. All vehicles must enter the Lot from the 20th Street entrance and exit via 19th Street.

6. Do not park in the designated visitor parking area.

7. Parking permit holders **may not** authorize another individual to use a permit during their absence.

8. All motorcycles and bicycles must have a parking permit affixed to the front of the bike in a manner which is clearly visible to the Security Guard.

9. Only one (1) vehicle per permit may park in the lot at any time.

10. The speed limit is five (5) miles per hour.

11. Obey all signs.

12. Vehicles should be parked between the designated lines as much as possible.

13. Vehicles must not block other parking spaces, parked vehicles, or aisles.

14. Engines should be turned off while waiting for passengers.

15. Overnight parking is prohibited, unless authorized by the Security Chief of ICSO and a set of keys are provided to security.

16. Parking permit holders must keep their vehicle properly maintained.

17. Maintenance on vehicles in the lot is prohibited, except for, jump starting, changing a flat tire, or incidental emergency work.

18. Report vehicle and carpool changes promptly to the Parking Office so your application can be updated.

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19. Parking permits are not transferrable or conveyable and must be returned to the OFAS Parking Office when Exit Clearing, relocating to another bureau or office, participating in the transit subsidy, etc. Issuance of parking permits is only authorized by the OFAS Parking Office.

20. Report all personal information changes such as organization, room number, cell and land telephone numbers, vehicle make, model, license plate number and state of registration to the OFAS Parking Office no later than one working day of change.

21. Transit Subsidy: Employees are not permitted to hold a federally-subsidized parking permit or be the primary applicant for a carpool holding a federally-subsidized parking permit if they participate in the Public Transportation Subsidy Program. Refer to OFAS guidance at: **http://www.nbc.gov/facilities/transportation_subsidy.html**, or your bureau/office transit subsidy coordinator for additional information.

22. In cases of emergencies, the Deputy Assistant Secretary – Law Enforcement, Security and Emergency Management has the authority to supersede these regulations.

Violations and Penalties: Violators of these procedures may be issued a warning notice and/or towed from the lot. All associated costs are the responsibility of the vehicle owner or driver and will not be paid by the Federal Government. Failure to comply with these parking regulations, or falsification or duplication of a parking permit, may result in the suspension of parking privileges and disciplinary action.

The complete parking policy can be found at: http://www.nbc.gov/facilities/pdfs/ParkingPolicy.pdf .

General Information

After Hours Parking: Interior employees with a valid DOI ID Card may utilize the South Interior Lot between 4:00 pm and 12:00 midnight on weekdays and anytime on weekends and holidays. If you park in the lot prior to 6:00 am and do not possess a valid parking permit, you must remove your vehicle from the lot by 6:00 am; violators are subject to tow and your supervisor will be notified. A rare exception would be times when a special event is scheduled. Individuals must present their DOI ID Card to the Security staff on duty.

Contacts

OFAS Parking Office: 202-208-2222, room 1420. Report parking issues.

OFAS Building Manager's Office: 202-208-2222. Report safety hazards, building maintenance and cleaning issues.

Interior Complex Security Office: (202) 208-5803. Report accidents, unauthorized parking, gate/card reader malfunctions and security related issues or concerns such as theft, vandalism or suspicious activity.