



Secretariat

ST/IC/86/33
23 May 1986

INFORMATION CIRCULAR

To: Members of the Staff

From: Assistant Secretary-General for General Services

Subject: UNITED NATIONS GARAGE - 1986 SUMMER PERMITS
AND PARKING OF MOTORCYCLES AND BICYCLES

Summer permits

1. The Garage Review Board has decided to issue summer permits to staff members according to their position on the waiting list established by the Board under its second review. Staff members who are not on the waiting list may also apply for a permit but will be considered only after the waiting list applicants have been accommodated. It is intended to issue summer permits with effect from 16 June 1986.

2. Staff members who qualify for these permits will be contacted by the Garage Administration in early June and will be required to respond within five days and prepay for the duration. Those who do not respond within the time-limit will not be eligible for a permit at a later date.

Motorcycles

3. Parking decals for motorcycles will be issued, without charge, by the Garage Administration to those who wish to use this mode of transportation on a day-to-day basis. Special areas in the garage will be designated for the parking of motorcycles. Staff members are advised, however, that a parking violation fee of \$15 will be imposed for unauthorized use of motorcycles and parking outside the designated areas.

4. Effective 31 July 1986, motorcycles are no longer to be left overnight or be dead-stored in the garage except when inclement weather makes it hazardous to drive them. In that event, staff members should purchase an overnight parking ticket for \$5 per night at the Security Cashier's Booth to avoid a violation fee of \$15. All

owners of motorcycles which have been left in the garage are requested to remove them by 31 July 1986. Failure to do so could result in the impounding and subsequent disposal of unclaimed motorcycles.

5. With the exception of parking fees and violations stated above, all garage rules contained in ST/AI/288 for motor vehicles would apply to motorcycles.

Bicycles

6. Bicycles will no longer be allowed to be parked overnight or dead-stored in the garage effective 31 July 1986. After that date, any bicycle left overnight will be impounded and returned to the staff member only after payment of the violation fee of \$5. However, an exception will be made when bad weather compels staff members to leave their bicycles overnight, in which case, they have to be registered with the Security Officer at the Cashier's Booth. Special parking areas will be designated for bicycles.

7. Although no decals are required for bicycles, staff members are requested to show their ground passes each time they enter the United Nations premises.

Liability

8. It is the responsibility of staff members to take precautions when parking motorcycles and bicycles in the garage. They are reminded to secure their bicycle frames and wheels to the rack with the use of a dependable bicycle lock and/or chain. The United Nations will not be responsible for fire, theft, damage to or loss of a vehicle or any property left therein which is parked in the garage. Disclaimer signs to this effect have been affixed in appropriate locations.
