



ST/AI/178
12 August 1968

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of the United Nations
From: The Controller

Subject: UNITED NATIONS GARAGE

1. The steadily increasing demands on the parking space in the United Nations Garage in the three basement levels of the Secretariat Building have required new arrangements to be instituted to ensure that the space is used in the best interests of the Organization. The medallions now used to identify vehicles authorized to be parked regularly in the garage will be replaced by stickers, and new parking permits will replace the present permits. Effective 16 September 1968 the arrangements set out in Information Circular ST/ADM/SER.A/693 of 14 July 1961 will be superseded by the provisions of this Instruction.

New parking arrangements

2. From 16 September 1968 parking in the United Nations Garage will be allowed as follows:

(a) Regular parking. A sticker will be issued to any person who is authorized to park regularly, seven days a week,

(i) in day-time only, i.e., between 6 a.m. and the following 1.30 a.m., at the rate of \$6.00 a month; or

(ii) twenty-four hours a day, at the rate of \$20.00 a month (stickers will only be issued in exceptional cases on a twenty-four-hour basis).

(b) Intermittent parking. A parking permit will be issued to any person who is authorized to park intermittently, any day of the week, IF SPACE IS AVAILABLE,

(i) in day-time, i.e., between 6 a.m. and the following 1.30 a.m., at the rate of \$0.50 a day; and

- (ii) at night-time, i.e., between 1.30 a.m. and 6 a.m., at the rate of \$1.00 a day.

(Special arrangements will be made for shift workers who do not work during the normal working hours.)

(c) Visitors' parking. Visitors to the United Nations may be authorized to park any day of the week between 10 a.m. and 6 p.m., IF SPACE IS AVAILABLE, at the rate of \$1.00 for each four-hour period or fraction thereof. The space available is normally very limited except on weekends and holidays. Staff members should not assume that space will be available for their guests.

(d) Vehicle storage. When authorized, vehicles may be stored as follows:

- (i) Temporary storage - for a minimum period of one month, at the rate of \$20.00 a month, e.g., during annual leave or other officially approved reasons;
- (ii) Dead storage - for a minimum period of one year, at the rate of \$15.00 a month, e.g., in exceptional cases only, for long illness or prolonged absence for officially approved reasons.

3. Holders of stickers for regular parking in day-time only will be permitted to park at night-time, i.e., between 1.30 a.m. and 6.30 a.m., on the same basis as holders of parking permits. Parking permits do NOT constitute any guarantee that parking space will be available on any given day. However, every effort will be made to ensure that the number of stickers and parking permits issued is appropriate to the number of vehicles which will normally be expected on any day. If NO space is available, vehicles will not be admitted to the garage on parking permits. All parking permits will be reviewed before and after each session of the General Assembly and withdrawn, extended or issued according to whether the holder's functions continue to justify parking privileges. Staff members will not be allowed to park in the United Nations Garage without a sticker or a parking permit.

4. The Garage Administration will affix stickers to the front and rear bumpers of the vehicle concerned, or mount them on cards to be displayed in the vehicle, in such a way that they will be clearly visible to the Security staff when the vehicle enters the garage and while it is parked there. Stickers mounted on cards will only be issued to car pools and other applicants who want the sticker to be

valid for two or more approved vehicles. A single sticker will be issued for each car pool and will be valid only for vehicles identified on the sticker. Car-pool vehicles without the sticker will not be admitted except on presentation of a parking permit and IF SPACE IS AVAILABLE.

5. Parking permits must always be shown on entering the garage, and a parking ticket must be purchased for each entry from the cashier's desk on the service drive or from the Garage Administration. Both parking permits and parking tickets must always be displayed in the vehicle in such a way that they will be clearly visible to the Security staff while the vehicle is parked in the garage. Parking tickets must be surrendered on leaving the garage.

6. Stickers and parking permits are not transferable. They will be issued only to staff members or other authorized persons who hold a valid grounds pass and only in respect of vehicles registered in the name of the applicant or his spouse. Stickers will be issued to applicants whose contract with the United Nations is for less than six months only in the most exceptional cases. Holders of stickers or parking permits are responsible for informing the Garage Administration of any change in the conditions on the basis of which the sticker or parking permit was granted; e.g., if a different vehicle is to be used or if the car pool membership is changed. The Garage Administration is responsible for ensuring that any sticker which is no longer valid is removed from the vehicle, withdrawn or otherwise invalidated.

Priorities for the issue of stickers and parking permits

7. Holders of currently valid medallions will be issued replacement stickers automatically on application to the Garage Administration.

8. The time required for the applicant to travel from his home to the United Nations, the availability and convenience of public transport, and how much the possibility of bringing his car to work will assist the applicant in the performance of his official duties will be taken into account by the Garage Administration in determining whether to authorize new stickers and parking permits. Priority in the issue of stickers will then be given to former holders of medallions or stickers who have surrendered them in connexion with absence from Headquarters on official business or for other officially approved reasons and to those on the appropriate waiting list. Due regard for total length of service with the United Nations will be given in issuing stickers.

9. Priority in the issue of parking permits will be based on the following considerations:

- (a) The regularity or irregularity of the applicant's working hours;
- (b) The extent to which the applicant may be required to attend or service official meetings which involve irregular working hours;
- (c) The likelihood of the applicant being required to perform emergency duties outside working hours.

Applications for stickers and parking permits

10. Applications for stickers or parking permits on the appropriate forms, which can be obtained from the Garage Administration, should be submitted to the Garage Administration. A statement by the staff member's Executive or Administrative Officer that the permit is necessary to assist the applicant in the performance of his official duties must accompany each application for a parking permit. Parking tickets for occasional overnight and week-end parking should be purchased in advance. Parking tickets are not transferable, and no refunds will be made.

Cancellation of stickers

11. Holders of stickers who wish to discontinue payment of charges and give up their parking privileges must give at least one whole calendar month's notice to the Garage Administration. No refunds will be made for periods of annual or home leave. Holders of stickers who are required to be absent from Headquarters for an extended period, i.e., at least six months, on official business or for other officially approved reasons are responsible for making the necessary arrangements, through the Garage Administration, for the stickers to be cancelled prior to their departure. Approval for the cancellation of stickers retroactively and for refunds will only be given by the Garage Administration in very exceptional cases, e.g., when sent on mission at short notice, on the basis of appropriate justification submitted at the earliest possible moment.

Parking regulations

12. All users of the United Nations Garage are required to observe the posted signs and signals with regard to parking and driving in the garage and to follow the instructions of the Security staff on duty. Parking is permitted only within

the bays painted on the floor of the garage. Parking outside these lines is NOT permitted. All other areas are considered "no parking" zones.

13. The first level of the garage is reserved for authorized vehicles of Permanent Missions and for vehicles of staff members in the Director (D-2) category and above. Other sticker holders shall park on the second or third level unless the Medical Director certifies that they need to park on the first level for medical reasons.

14. Entry to the garage will be by the 42nd and 48th Street service drive entrances. Holders of parking permits shall use the north lane by the cashier's desk and shall park on the third level in the space to the north of the cashier's desk, unless otherwise instructed by the Security staff. At night, between 8 p.m. and 8 a.m., the service drive is open only at the 48th Street entrance, and the cashier's desk is moved to that entrance.

Liability for damage

15. Vehicles are parked in the garage at the owners' risk. The United Nations is not normally liable for any loss or damage to vehicles in the garage. All users of the garage should lock their vehicles upon parking and must report to the Security staff any damage they cause to any vehicle or property. Any user whose vehicle is damaged while in the garage should also check immediately with the Security staff whether a report has been made and should make his own report, if none has been made.

Special fees

16. The holder of a parking permit, or of a sticker for day-time parking from 6 a.m. to 1.30 a.m. only, whose vehicle remains in the garage without displaying a current parking ticket shall be charged a special fee of \$1.50, instead of the normal charge, for each period or fraction of a period that the vehicle remains there without the proper payment being made, unless his Executive or Administrative Officer or the Health Service certifies that official duties or medical reasons, respectively, necessitated parking beyond the paid period. When road conditions make driving hazardous in bad weather, the Garage Administration will waive these special fees.

17. Holders of stickers or parking permits who fail to display a sticker, parking permit or current parking ticket clearly, as required in paragraph 5 above, shall be charged a special fee of \$1.50.

18. Any garage user who parks his vehicle in a "no parking" zone, who blocks an aisle or exit with his vehicle or who encroaches on other parking spaces shall be liable to a special fee of \$5.00. Garage users who can find no empty parking bay after entering the garage should request the assistance of the Security staff at the cashier's desk on the third level in finding a place to park.

19. Any person other than a visitor who parks a vehicle in the garage without a valid sticker or parking permit shall be liable to a special fee of \$5.00.

20. If a holder of a sticker or parking permit allows his vehicle to be driven in the garage by another person, the holder of the sticker or parking permit may be held personally liable for any special fees which may become payable.

Payment instructions

21. Payment of monthly charges for regular parking with a sticker shall be by monthly payroll deduction or by cash payment in advance for a period of at least six months. Payment of monthly charges for temporary storage shall be by cash payment in advance. Payment of monthly charges for dead storage shall be by quarterly cash payment in advance. Payment of charges for intermittent or visitor's parking and for special fees shall be by cash only.

Withdrawal of parking privileges

22. Any garage user who, within any twelve-month period, incurs four special fees for parking in a "no parking" zone, for blocking an aisle or an exit or for encroaching on other parking spaces shall have his parking privileges withdrawn and must make a new application for his sticker or parking permit. Any holder of a sticker or parking permit who transfers his sticker or parking permit without the authority of the Garage Administration shall have his parking privileges withdrawn automatically.

Transitional provisions

23. Current medallion holders should apply, with vehicle registration and grounds pass, to the Garage Administration Office, Room C-106, on or after 20 August 1968 between 1.30 p.m. and 5.30 p.m. to complete an application form for a replacement sticker. Other applicants for stickers or parking permits should obtain the appropriate application form from the same office on or after 3 September 1968 and submit it through their Executive or Administrative Officer to the Garage Administration.

24. All current parking permits shall be cancelled with effect from 16 September 1968 except those expiring on 31 August 1968, which will be invalid from 1 September 1968.
