

## *PINK CONE INITIATIVE*

### **Guidelines to Reserve Parking at Ivy Community Center, Inc. (ICC) for Alpha Zeta Omega Chapter Meetings or Other Special Events (e.g. Chapter Anniversary, Chapter Retreat)**

**PURPOSE:** To mitigate the risk of accidents to Sorors with physical or other health conditions by providing a parking space closer to the front entrance of ICC.

- Unless otherwise noted, up to 10 parking spaces will be made available for reserved parking for Sorors with physical conditions or health needs.
- To reserve a parking space Sorors must make her request on the registration form for Chapter meetings or other special events (e.g. Chapter Anniversary or Chapter Retreat).
- Parking will be reserved for the first 10 Sorors who submit a request on the registration form.
- Reserved parking must be requested for each meeting.
- At least 24 hours before the scheduled meeting or event, a Risk Management team member will email the Soror to: (1) confirm her attendance; (2) remind her that the reserved parking space will be held until the start of the meeting ; and (3) if she **does not** arrive by that time, the space will be made available to another Soror.
- A Risk Management team member will be on site to manage reserved parking until the meeting begins.

**NOTE:** THE FIVE HANDICAPPED PARKING SPACES DIRECTLY IN FRONT OF ICC **ARE NOT** INCLUDED IN THIS INITIATIVE AND, THEREFORE, DO NOT NEED TO BE RESERVED.