

November, 2010

Dear Athletic Director,

We are looking forward to hosting your school at athletic events this year. As an urban school, it is extremely important to St. Albans School that we minimize or eliminate the impact that visiting teams and their spectators have on our neighbors during games on our campus, the Cathedral Close. As a result, I am writing to inform you about St. Albans' parking policies and to request support from your teams and spectators when they visit our campus for any event.

1. All team transportation vehicles (bus, mini-bus, van) must park on the Cathedral grounds. Our athletic staff or I will be happy to assist you in finding the reserved visiting team bus parking spot located on Pilgrim Road just before the baseball field gate (see attached map). If that space is unavailable, please park your team vehicle on the service road behind our gym. Team vehicles must **never** park on either side of Garfield Street or in the surrounding neighborhood. **Parking your team vehicle on a city street is against the law and is subject to a \$250 parking ticket.** Please make sure that any coach visiting our campus is familiar with this policy.
2. As a good neighbor, St. Albans School urges all visitors to our campus to park on the Cathedral Close grounds. All spectators are asked to park either in the new Cathedral parking garage or in a Cathedral Close surface parking space. The Cathedral parking garage is located under the west lawn of the Cathedral and can be accessed on Wisconsin Avenue. It is a five-minute walk from the parking garage to our playing fields and gyms. The garage charges a \$3.00 flat rate on weekday evenings and a \$4.00 flat rate on Saturdays. Surface spaces require a permit on weekdays before 3:30 p.m but are available to spectators afterwards. There is no charge for their use. Most on-campus parking spots can be accessed by turning onto our campus via Pilgrim Road, off of Massachusetts Avenue. Again, we ask that your fans do not park on neighborhood streets. Please know that St. Albans parents, students, and alumni are under the same parking restrictions as visiting fans.
3. Cars are prohibited from parking on any yellow curb on the Cathedral Close. Pilgrim Road, which runs adjacent to our athletic field, is the ambulance access route. Vehicles parked illegally on this road place game participants in great danger. Police will ticket vehicles parked along yellow curbs, and a towing company will be called for immediate removal of the vehicle.

If you have questions about this parking policy, please call me at 202-537-6451 or send an e-mail to gschnell@cathedral.org. Thank you for your cooperation, and I look forward to seeing you this school year.

Sincerely,

Gary Schnell
Acting Director of Athletics
St. Albans School