Dear Marin Academy Parents, Students, Trustees, Employees, and Friends,

In recent weeks, the school has received several calls from neighbors alerting us to parking infractions and discourtesies in the school vicinity. This memo outlines some principles of good practice and etiquette that we should all honor when we drive our cars to and from school. It also reviews several neighborhood parking covenants described in the MA *Handbook & Directory*.

**Parking Courtesies:**
- Please do not block residential driveways.
- Please do not park, idle, or plan pick-ups and drop-offs in private lots owned and operated by neighborhood businesses. We have received several calls reporting that students, employees, and parents are parking in the dentist lot next to the new Library (1534 Fifth Avenue). Please respect the rights of private property owners.

**Parking Restrictions:**
- Students and employees are restricted from parking in the “visitor” spaces located on the east side of Foster Hall.
- No one should ever park or leave a vehicle unattended in the RED painted fire zones on campus. This is extremely important. In past years, we have had medical emergencies on campus where emergency vehicles were prevented from getting to the scene because they could not navigate past vehicles illegally parked in campus fire zones.
- Student parking is assigned each year with preference given to student carpools. Carpools should arrive at school before 8:30 AM. After 8:30 AM, unoccupied student parking is available to all MA community members (students, parents, employees, trustees, and visitors).
- The parking area at the north end of campus (behind the new Gym) is reserved for use by school employees.

**Parking Covenants:**
- The school’s use permit with the City of San Rafael prohibits students and employees from parking on neighborhood streets NORTH of Mission Avenue (Bryn Mawr, G Street, and H Street). Street parking SOUTH of Mission Avenue is permitted and allowed.

Please contact me if you have questions or require additional information about parking at and around the Marin Academy campus. Thank you for your cooperation in this matter.

Michael Joyce  
Chief Financial Officer  
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