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MEMORANDUM

To: Board of Education

From: Donald P. Fiftal

Date: April 28, 2008

Subject: DHS Parking Plan for Major Events

The following parking plan is in effect at Darien High School for all events where a crowd of at least 1,000 people would be expected, such as Parent Open House, Thanksgiving Turkey Bowl, Senior Class Graduation, etc. These logistics have been developed cooperatively between the Darien High School administration and the Darien Police Department.

Darien High School Major Event Parking Plan

- 1) **One hour prior** to the start of the event, **access to** Darien High School will be **limited to Noroton Avenue only**. (i.e. Thanksgiving at 9:30 am; Graduation at 4:00 pm)
- 2) From the one hour prior point, **High School Lane** and **Nutmeg Lane** will be **closed** to all **incoming traffic**.
- 3) Parking will be **supervised cooperatively by DHS Campus Monitors and Darien Police**, who will organize a parking pattern which **first utilizes all normal campus parking spaces**. Then **other on-campus options** will be utilized, such as of the **front** of the building, the **bus loop** and the **oval**.
- 4) Once all on-campus space has been filled, vehicles will be **directed to off-campus parking**, beginning first with **Nutmeg Lane** and **High School Lane**, utilizing a one-way parking pattern of vehicles **exiting away** from the DHS campus.

Note: The Methodist Church will be notified, by the High School administration, of all major events, and the Darien Police Department will assist in supervising the parking in the Church parking lot.