

IMPORTANT INFORMATION – PLEASE READ

INFORMATION ON NEW LOCATION FOR OUR TRAINING FACILITY

ADDRESS FOR OUR NEW TRAINING FACILITY:

- 1500 Jefferson Street, Olympia (See attached map)

PARKING:

- There are visitor lots available for parking. Parking stalls are available on a first come, first serve basis. The closest visitor parking lot is located directly across the street on the corner of Maple Park & Jefferson and has 51 stalls available.
- If you work on the Capitol Campus please consider walking to the building or taking the DASH. The DASH runs every 12 minutes and stops in front of the 1500 Jefferson building. If you are working elsewhere and have access to the DASH or to Intercity Transit please consider using that transportation. A map of all visitor parking locations on the Capitol Campus is attached.
- You can also link to the Intercity Transit for transportation options:
<http://www.intercitytransit.com/MAPSANDSCHEDULES/Pages/default.aspx>
- The new facility at 1500 Jefferson is part of the Capitol Campus. The Department of General Administration (soon to be DES) manages all visitor parking lots on the campus. Parking fees in all Campus visitor lots are **\$12.00 a day or \$1.50 per hour**. The parking meters take credit cards, debit cards, or cash (\$1 dollar bills and coins only). No change is available. Nearby residential areas have posted parking time limits. If you park in those areas for longer than the designated times, you will be ticketed. We encourage carpooling!
- Capitol Campus annual parking hangers (blue) and Directors hangers (yellow) are authorized in all visitor parking lots on the campus. If you have a hanger or sticker for another campus lot and pay for parking through payroll deduction, you will still have to pay for visitor parking.

ARRIVAL TIMES:

- The building will open at 7:30 a.m. each morning. The classrooms are located on the third floor of the South building. Please make sure you check in at the third floor reception desk before going into the classrooms.

PARTICIPANT BADGES:

- We will no longer be giving you participant badges, so please be sure to wear your agency badge when attending classes.

NO COFFEE OR VENDING MACHINES:

- The Deli will not be ready for about six months, so there will not be any coffee or vending machines available during this time. Nearby agencies do have cafeterias, but they are some distance away. There will be a refrigerator on the third floor for your use. If you bring your lunch you can put it there. There will not be any microwaves available until the deli is completed.