

# LOWER PARKING

Hello **Parking** Volunteer!

Welcome to your shift! Thanks for volunteering with Parking Core! Please sign in before beginning your shift so we know you're here.

**Parking crew: you must be clothed and please be in a state capable of making good decisions :)**

## LOWER PARKING SPECIFICS

- Once vehicle is checked in, please greet the driver!
- Ask driver if their vehicle is 2 wheel drive or 4 wheel drive?
  - ◆ **4WD/AWD** vehicles park in LOWER parking
  - ◆ **2WD** vehicles park in UPPER parking or Offsite
  - ◆ If they or you CANNOT figure it out, send to Upper parking
- When Lower parking fills up, vehicles will then be directed to Upper Parking & Offsite. All cars going to Offsite must stop at Upper or Lower first to unload their gear.
- If a car arriving between 12 AM and 9 AM needs Upper or Offsite parking, direct them to park just off of the gate horseshoe road, by the Laurelin sign. **They must move their car to Upper or Offsite by 1 PM that day.**
- **Please perform a car count at 11:30 AM.** Note the total on the sheet on the back of the binder cover.

## PARKING PASSES

1. Before the vehicle parks, ensure they have their Parking Pass fully filled out and displayed in their window.
2. Every vehicle entering Firefly **MUST** have a parking pass. **THERE ARE NO EXCEPTIONS TO THIS.** Vehicles with hot-pink **RE-ENTRY** passes are allowed **limited** re-entry: check pass for details.

## **LAYOUT**

- Each lot has a different layout so we can pack all the cars in. Copies of the lot layouts are contained in this binder. When helping to park, keep vehicles as close as possible. Use parking lot layout drawings to see how the lot is laid out.
- There are signs/flags to help guide cars, traffic will move in a ONE WAY pattern.
- Some parking areas have been designated as block-in parking. **Ask drivers if they are ok with having their vehicle blocked in - direct them to the appropriate areas. DO NOT BLOCK IN CARS with pink RE\_ENTRY PARKING PASSES.**

## **EXITING VEHICLES**

During the event, anyone leaving any parking lot should have their parking pass removed - please take their pass from them. Do not take parking passes from those with pink RE\_ENTRY passes.

## **GETTING ASSISTANCE**

- It's OK to ask for help! You can reach other lots, parking leads, or Rangers using the radio. See the "RADIO" tab on your binder.
- **Call for backup** when in doubt. If you're dealing with a participant who isn't following instructions, is talking back to you, or is being combative, **call Rangers (channel 1, INFO) ASAP.** You do not deserve to be treated like that and it is not your responsibility to de-escalate a conflict.

## **GRAVEYARD SHIFTS**

**From 12 am - 9 am, Upper Parking is closed.**

Cars who come in this window must be parked in Lower Parking.

If the lower lot is full, or the car can't (or does not wish) to be parked in lower, they'll need to be temporarily parked:

1. Direct them to temporarily park in the holding area. This area is just off the Gate horseshoe path, the area of land to the right of the horseshoe road as you exit Gate.
2. Inform them that they need to return between 9AM - 1PM to move their car to Upper or Offsite.

## Early Arrival & Exodus - GTFO

- GTFO EARLY ARRIVAL is from 12 pm - 7 pm Tuesday and 7 am - 11 am Wednesday
- GTFO EXODUS is from ~ Noon - 7pm Monday
- Vehicles approved by GTFO (ONLY approved vehicles with **GTFO** passes) are permitted to drive in the woods to remove infrastructure & art projects.
- Entry to the road up the hill goes down the Lower lot taking a right into the woods. Please direct these vehicles to the side - **ensure the exits are clear, DO NOT BLOCK THE BOX!**
- GTFO will be helping with traffic management in the woods and there'll be a GTFO volunteer at the bottom of Lower Parking. You'll be responsible for making sure traffic does not block the parking exits.

During Exodus, parking volunteers should be stationed at various points of the parking lots to communicate flow & direct cars out.

## Closing Remarks

We really appreciate all the hard-work you have put into your shift and are thankful you chose Parking Core. As our community grows, you are some of the first faces attendees get to interact with; you are an integral part of this organization! And remember, if you ever need a break from your camp, come volunteer some more this week!

- Don't forget to drink water and seek shade if you're feeling overheated
- Eat snacks - there are tons in the bin!
- Have fun, meet new folks, connect with old folks and know that you are ROCKING Firefly!

**Thank you for being amazing & helping with  
Parking this year!**

## Lower Parking Lot Count Log

Please perform a count of the number of cars in the parking lot during the morning shift (9 am - 12 pm), around 11 - 11:30 am.

(づ・〜・づ)づ♡ Please record the number of cars on this log and radio the count to the parking lead. Thank you!

Day	Time Count Taken	Count
Tuesday July 4		
Wednesday July 5		
Thursday July 6		
Friday July 7		
Saturday July 8		

**PLEASE:** Remove this page from the plastic sheet before filling in the count! ฅ^•٠•^ฅ

# UPPER PARKING

Hello **Parking** Volunteer!

Welcome to your shift! Thanks for volunteering with Parking Core! Please sign in before beginning your shift so we know you're here.

**Parking crew: you must be clothed and please be in a state capable of making good decisions :)**

## UPPER PARKING SPECIFICS

### → DO NOT LET CARS STOP ON THE HILL!

Wave cars up the hill one by one to check into Upper.

### → Every vehicle entering Firefly **MUST** have a parking pass (obtained in Lower Parking) visible on their dashboard and all occupants must have wristbands.

**THERE ARE NO EXCEPTIONS TO THIS.**

◆ This is how you will know that the participants that are arriving to park have checked in at gate. If they do not have these things, direct them to lower parking.

◆ Vehicles with pink **RE\_ENTRY** passes are allowed **limited** re-entry: check pass for details.

### → During times when the Offsite lot is open, use stop/go signs or radios between someone stationed towards the entry of the Upper driveway and someone at the top of the hill to manage traffic on the one-way roads.

### → If you have a vehicle coming to drop their gear off to use Offsite parking, please direct them to the designated area to unload - please have them move quickly and keep gear tidy.

### → **Please perform a car count at 11:30 AM.** Note the total on the sheet on the back of the binder cover.

### → **Close the lot** at midnight by blocking off the entrance on the road with cones.

### → **Open the lot** at 9 am by removing the cones and setting them to the side.

## **LAYOUT**

- Each lot has a different layout so we can pack all the cars in. Copies of the lot layouts are contained in this binder. When helping to park, keep vehicles as close as possible. Use parking lot layout drawings to see how the lot is laid out.
- There are signs/flags to help guide cars, traffic will move in a ONE WAY pattern.
- Some parking areas have been designated as block-in parking. **Ask drivers if they are ok with having their vehicle blocked in - direct them to the appropriate areas. DO NOT BLOCK IN CARS with pink RE\_ENTRY PARKING PASSES.**

## **EXITING VEHICLES**

**During the event, anyone leaving any parking lot should have their parking pass removed** - please take their pass from them. Do not take parking passes from those with pink RE\_ENTRY passes.

## **GETTING ASSISTANCE**

- It's OK to ask for help! You can reach other lots, parking leads, or Rangers using the radio. See the "RADIO" tab on your binder.
- **Call for backup** when in doubt. If you're dealing with a participant who isn't following instructions, is talking back to you, or is being combative, **call Rangers (channel 1, INFO) ASAP.** You do not deserve to be treated like that and it is not your responsibility to de-escalate a conflict.



## **RESERVING SPOTS**

There is **no reserving of spaces** for any reason, including disability. Participants can drop their stuff across from the Portos. If necessary they can ask someone to park their car for them (NOT a parking volunteer).

## **DOUBLE PARK AREA**

The first row of cars on the right side gets double-parked in (see map). **Do not double park the reserved spots.** At the end of the first row, the lot curves inward, so do not let people double park on the curve or they will block the ring road.

**When people come in, ASK if they're ok being parked in before parking them in a parked-in row.**

The middle two rows do not get blocked in; have them park nose to nose, as close as possible.

## **EARLY ARRIVAL**

EA folx can come and go up to 11:59 AM on Tuesday, July 4th. You do not need to take their parking pass when they leave.

## **HILL INSTRUCTIONS**

When a car wants to leave the lot, check to make sure no car is coming up the hill. **CARS COMING UP HAVE THE RIGHT OF WAY.**

When busy, use hand signals or get a second radio (channel 6) to communicate with someone at the bottom of the hill and someone up top.

## **UPPER LOT CLOSES 12 AM - 9 AM**

This means that we will not be parking cars in Upper, or even staffing it. There will be a security guard on the road to Upper who will turn any approaching cars back to Gate.

Gate remains open overnight, and people may arrive and check in at Gate at any time. Between 12 am - 9 am, cars will be parked in a “holding area” and be asked to return after 9 am to move their car to Upper or Offsite parking.

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**DURING EARLY ARRIVAL:** Because Upper does not have parking volunteers overnight during EA (no one takes the shifts, unfortunately), cars will need to park at Lower and move their car to Upper after 9 am so they can be appropriately parked. Otherwise, we may lose density and spaces.

## **Exodus**

- **Direct Offsite parkers to Upper Parking to drop off all their gear before getting their car. No loading vehicles in Offsite (ie, carrying gear to the cars)**
  - ◆ Once ALL their gear is collected, they may walk to Offsite to get their car.
  - ◆ As drivers return with their vehicle, encourage them to load up & exit quickly (under 10 min) to clear space for others.
- When traffic is heavy, two people should direct the flow of traffic in and out of Upper Parking on the one-way road. There are stop/go paddles and two radios you should use. Radio Khaki if you are missing a radio.
- Parking volunteers should be stationed at various points of the parking lots to communicate flow & direct cars out.

## **Closing Remarks**

We really appreciate all the hard-work you have put into your shift and are thankful you chose Parking Core. As our community grows, you are some of the first faces attendees get to interact with; you are an integral part of this organization! And remember, if you ever need a break from your camp, come volunteer some more this week!

- Don't forget to drink water and seek shade if you're feeling overheated
- Eat snacks - there are tons in the bin!
- Have fun, meet new folks, connect with old folks and know that you are ROCKING Firefly!

**Thank you for being amazing & helping with  
Parking this year!**

## Upper Parking Lot Count Log

Please perform a count of the number of cars in the parking lot during the morning shift (9 am - 12 pm), around 11 - 11:30 am.

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Day	Time Count Taken	Count
Tuesday July 4		
Wednesday July 5		
Thursday July 6		
Friday July 8		
Saturday July 9		

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# OFFSITE PARKING

Hello **Parking** Volunteer!

Welcome to your shift! Thanks for volunteering with Parking Core! Please sign in before beginning your shift so we know you're here.

**Parking crew: you must be clothed and please be in a state capable of making good decisions :)**

## Offsite PARKING SPECIFICS

- Every vehicle entering Firefly **MUST** have a parking pass (obtained in Lower Parking) visible on their dashboard and all occupants must have wristbands.  
**THERE ARE NO EXCEPTIONS TO THIS.**
  - ◆ This is how you will know that the participants that are arriving to park have checked in at gate. If they do not have these things, direct them to lower parking.
- **ALL** gear **MUST** be dropped off in Upper before parking. **No unloading in Offsite, and no returning to cars parked in Offsite.**
- **During the event, anyone leaving any parking lot should have their parking pass removed** - please take their pass from them.
  - ◆ Vehicles with pink **RE\_ENTRY** passes are allowed **limited** re-entry: check pass for details.
- **Please perform a car count at 11:30 AM.** Note the total on the sheet on the back of the binder cover.
- Please **close the lot** at 9 pm by blocking off the entrance on the road with cones.
- Please **open the lot** at 9 am (or start of your shift) by removing the cones and setting them to the side.
- Please **do not use the landowner's driveway.**

## LAYOUT

- Each lot has a different layout so we can pack all the cars in. Copies of the lot layouts are contained in this binder. When helping to park, keep vehicles as close as possible. Use parking lot layout drawings to see how the lot is laid out.
- There are signs/flags to help guide cars, traffic will move in a ONE WAY pattern.
- Some parking areas have been designated as block-in parking. **Ask drivers if they are ok with having their vehicle blocked in - direct them to the appropriate areas. DO NOT BLOCK IN CARS with pink RE\_ENTRY PARKING PASSES.**

## EXITING VEHICLES

During the event, anyone leaving any parking lot should have their parking pass removed - please take their pass from them. Do not take parking passes from those with pink RE\_ENTRY passes.

## GETTING ASSISTANCE

- It's OK to ask for help! You can reach other lots, parking leads, or Rangers using the radio. See the "RADIO" tab on your binder.
- **Call for backup** when in doubt. If you're dealing with a participant who isn't following instructions, is talking back to you, or is being combative, **call Rangers (channel 1, INFO) ASAP.** You do not deserve to be treated like that and it is not your responsibility to de-escalate a conflict.

## **Exodus**

**Direct Offsite Parkers to Upper Parking to gather their gear - NO loading vehicles in Offsite.**

Volunteers should be stationed at the entrances of Offsite & Upper parking lots to communicate flow & direct cars out.

**If you have any questions on shift, you can radio the Parking Co-Lead on Duty. See the TIPS FOR USING THE RADIO page in this book.**

**Offsite Parking may not have a radio; if you need help, send someone to Upper.**

## **Closing Remarks**

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- Eat snacks - there are tons in the bin!
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Parking this year!**

## Offsite Parking Lot Count Log

Please perform a count of the number of cars in the parking lot during the morning shift (9 am - 12 pm), around 11 - 11:30 am.

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