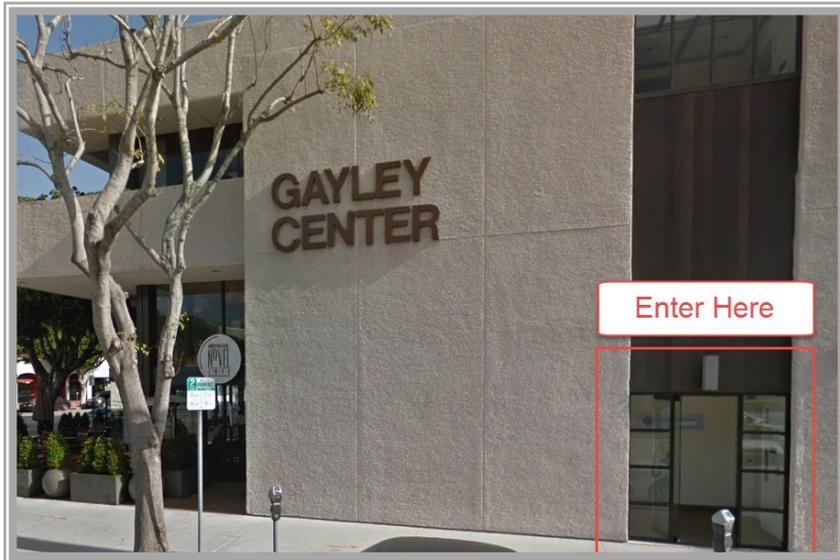


Center for Organizational Readiness and Education CORE Training Room

The CORE Training Room is located at **1145 Gayley Ave, Suite 394** which is on the corner of [Gayley Ave and Kinross Ave](#) in the Westwood Village.

There are two entrances into our building, one on Gayley Ave. and one on Kinross Ave.

If you are traveling north on Gayley Ave. (towards RRUMC and away from Wilshire Blvd.), the closest entrance is on the Gayley Ave. side of the building, adjacent to the new UCLA Extension location.



The second entrance is located on the Kinross Ave. side of the street and easily accessible if you are travel southbound on Gayley Ave. (away from RRUMC and towards Wilshire Blvd).

From either entrance, take the elevator to the **3rd Floor** and proceed to **Suite 394**, The Center for Organizational Readiness and Education (CORE).

We look forward to seeing you in training!

Center for Organizational Readiness and Education Parking

Are you a staff member working in Westwood/RRUMC?

Staff assigned to service areas in Westwood, such as Medical Plaza and RRUMC:

- Walk or take the [Campus Shuttle System](#) from his/her designated location.
- 1. Blue Parking Permit holders may park in Lots 32 or 36 free of charge
- 2. Park in Lot 32 at a day rate of \$12
- 3. Obtain a parking pass transfer from the parking kiosk on Westwood Blvd for either Lot 36 or Structure 32

Are you a staff member working at a UCLA location outside of Westwood?

(Santa Monica, LAX, Torrance, Agoura, etc.)

Courtesy parking passes for **Lot 36** are made available to staff who are employed at non-Westwood facilities. In order to avoid a citation, passes must be displayed in your car at **ALL TIMES** while parked in Lot 36. Please read the instructions below carefully and contact us with any questions at 310-267-2168.

Obtaining and using a courtesy parking pass for Lot 36:

1. Please arrive 30 minutes early on the day of your training class to pick up a parking pass from a CORE staff member. Our address is **1145 Gayley Ave., Ste. 394** (directions are on page #1 of this document)
2. Park in a metered spot on either Gayley Ave. or Kinross Ave. in front of our building. Meters do not begin until 8:00 am, so as long as you arrive early, you will not need to pay.
3. **DO NOT** park in Lot 36 prior to obtaining a parking pass as you may receive a parking citation. Lot 36 requires a valid pass at **ALL TIMES**; it is not a validation and there is no attendant in the lot. Parking enforcement circulates the lot throughout the day.
4. Once you receive your date-stamped parking pass from one of our CORE staff members, you can then move your car to Lot 36.
5. Place the stamped parking pass on the windshield inside your vehicle with the stamped date facing up and visible.
6. The permits are valid for one day only and are not transferable from person to person.
7. Guest permits are **NOT VALID** in metered stalls, Blue "X" Permit only stalls, and areas not designated for parking.
8. Travel back to our training location on foot.

The Morning of Your Training

OFFICE HOURS:

Our office hours are 7:30 a.m.—5:00 p.m. If you arrive early on the morning of your training, please be mindful of other people working in adjacent offices. If you need to use your cell phones, please step outside. Training room doors will open at 7:30 a.m.

There will be no access prior to 7:30 a.m.

If you have arrived early to pick-up a parking pass and you are parked in a meter, please keep in mind that the meters begin running at 8:00 a.m.

RESTROOMS:

Restrooms are located in the main corridor of our building. Use the 3-digit code to enter, then turn the silver knob clockwise (to the right).

Men's 135

Women's 152

GENERAL INFORMATION:

Training begins promptly at 8:00 a.m. No one will be admitted after 8:15 a.m. If you arrive later, you will be rescheduled for the next training. Please call us if you are having trouble finding our facility or if you are unable to arrive by 8:15 a.m.

You can reach us at **310-267-2168**

Dress is business casual; a continental breakfast will be provided. No shorts, sandals, or beach attire is permissible.