

Harvard Campus Service Center - Parking

Smith Campus Center
1350 Massachusetts Avenue 8th Floor
Cambridge, MA 02138
Phone (617) 496-7827
Email: parking@harvard.edu

2017  2018

Parking Application
2017/2018 Academic Year

Please Fill Out Application Completely
Please Print

1. Check One:

☐ Renewal ☐ New Applicant

2. Check One:

☐ Faculty/Staff ☐ Student ☐ Other Affiliation_____

3.

Last Name _____		First Name _____		University ID# _____	
Home Address _____		City _____	State _____	Zip _____	
Campus Address _____		City _____	State _____	Zip _____	
Department or School Affiliation _____		Vendor/Consultant/Contractor Company Name (if applicable) () ()			
E-mail Address (Harvard preferred) _____		Home Phone _____		Work Phone _____	
The best way to reach me when I'm parked on campus is: _____		Cell Phone _____		Beeper _____	

4. Vehicle Information (Please provide all active registrations to maintain proper parking access)

State	Plate #	Make	Model	Color	Parking Services Use Only	
_____	_____	_____	_____	_____	Access Control	Active
_____	_____	_____	_____	_____	Access Control	Active
_____	_____	_____	_____	_____	Access Control	Active

5. Parking Facility Location

Name of **Current** Parking Facility/Type, if applicable (example: Broadway Garage/Morning) _____
 3-Day Permit Holders, Circle Your Valid Days: Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐

Parking Services may be able to place you in an area immediately, while you wait for your preferred facility to become available. If you do not currently have parking, and would like to be considered for parking immediately, please check this box: ☐

Preferred Location/Type
(in order of priority)

1) _____ 2) _____ 3) _____

6. Payment Method
Check One:

☐ Harvard Payroll Deduction
(Active Faculty/Staff only; Must have valid ID)

☐ Student Term Bill
(One-time charge; Must have valid ID)

☐ Cash ☐ Check

☐ Credit Card (Please do not record credit card information on application. Parking Services will request information once applications is processed.)

☐ Departmental Invoice
(Department Permits Only)

☐ Smithsonian/SAO Payroll Deductions

7. Please read carefully before signing parking application

The University is not responsible for any damage or loss of any vehicle or its contents by reason of fire, theft, vandalism, or any other cause. I agree, to release and forever discharge President and Fellows of Harvard College and its officers, employees and governing boards from any legal liability in the event of injury, property damage, or loss, and I waive any claim I may have, now or later, in respect of injury, property damage, or loss arising out of or relating to parking at the University. I agree to observe all rules and regulations for University parking as from time to time are in force (including all rules regarding fines, fees, and appeal procedures) published at <http://www.transportation.harvard.edu/parking>. I understand when canceling parking, that IRS regulations on pretax payroll deductions prohibit a refund unless I am terminating employment.

Please note: Employees whose parking fees are payroll deducted are subject to IRS pre-tax regulations that generally prohibit refunds. We strongly encourage employees to give at least two weeks notice before cancelling parking privileges. I understand that all amounts not paid when due may be charged to my student term bill (for students). I understand that this is only an application. No parking privileges are granted or implied unless and until this application is formally accepted by Harvard University Parking Services and a parking permit is issued to the applicant. **I understand that the University reserves the right to relocate or cancel my parking privileges with or without cause at any time.**

Signature _____

Date _____

Parking Services Use Only

Permit #	Location/Type	Addtl. Access ID	Sent Via	Coord.	Dept #	T2Acct #