

Faculty & Staff / Affiliated Services Parking Regulations

For the most up-to-date changes in regulations, please visit our Web site at www.campusservices.harvard.edu/parking

Parking permits are valid seven days a week (unless otherwise noted) from July 1 through June 30. Time restrictions on all permits are non-negotiable and enforced precisely. Permits are designated as follows:

Faculty and Staff Eligible:

Reserved – Assigned parking for a commuting permit holder to use at any time. A number identifies the reserved parking space.

Unreserved – Non-assigned parking in a designated area from 5a.m. to 3a.m.

Morning – Non-assigned parking in a designated area from 5a.m. to 12:30p.m., Monday through Friday.

Afternoon – Non-assigned parking in a designated area from noon to 5p.m., Monday through Friday.

3Day – Non-assigned parking in a designated area for use from 5a.m. to 3a.m., three days per week. The days need to be selected by the parker and must remain constant for the year.

Evening Commuter – Non-assigned parking in a designated area from 5p.m. to 7a.m., Monday through Friday, and all day on weekends. Commuter permits are not available to residents of Harvard University affiliated housing, and are for commuters only. Hours of parking on this permit are strictly enforced, violators subject to ticketing, towing, and revocation of parking privileges.

Metered – Spaces are available only to faculty & staff who work part-time. Metered permits are valid at any Harvard meter. Permit holders are required to display a METR hang tag and pay an hourly fee to the meter.

Tenant – Non-assigned parking in a designated garage or surface lot valid for 24 hours per day for those who live in Harvard-affiliated housing.

Carpool – Two or more people riding together four days a week, both to and from work, are eligible for unreserved parking in a designated lot from 5a.m. to 3a.m. Register for carpools through the *CommuterChoice* Office at 617.384.RIDE (7433) or www.commuterchoice.harvard.edu.

Affiliated Services eligible:

Consultant/Contractor/Vendor – Non-assigned parking in a designated area from 7a.m. to midnight, Monday through Friday, and all day on weekends.

Consultant/Contractor/Vendor Evening Commuter – Non-assigned parking in a designated area from 5p.m. to 3a.m., Monday through Friday, and all day on weekends.

Department Visitor – Non-assigned parking in a designated area from 5a.m. to 3a.m. These permits must be used only for visitors to a specific department.

Department Vehicles – Non-assigned parking in a designated area for use 24 hours per day. Permit must be used only on vehicles owned or leased by Harvard University.

Department Evening – Non-assigned parking in a designated area from 5a.m. to 7a.m. Permit must be used only on vehicles owned or leased by Harvard University.

Disability Parking: University Disability Services (UDS) and Parking Services jointly manage all parking policy and parking requests based on disability. Faculty and Staff with specific needs should contact the University Disability Services at 617-495-1859 (voice) or by e-mail: disabilityservices@harvard.edu. University Disability Services will request any medical documentation or other verification of disability or injury that may be necessary prior to the authorization of parking or shuttle services. Faculty and Staff who require accessible parking as a reasonable accommodation will not be required to pay more than the applicable rate for similarly situated individuals without disabilities who park in the same facility.

Parking Cancellations: To effect cancellation, hang tags, access card(s), transponder(s) and clicker(s) must be returned to Parking Services during regular business hours. The credit amount will be based upon the date the permit is received in the Parking office. If the permit is mailed it is strongly recommended that it be sent Certified Mail. Parking Services is not responsible for hang tags lost in mail. The permit holder is the sole person responsible for the permit unless it has been physically returned to the Parking office, and will be charged for the permit the entire time it is in the permit holder's possession.

****No exceptions will be made to this regulation****

Service Fees: Lost Hang Tags and Access Devices: There is a \$50.00 service charge for lost hang tags. Replacement or additional transponders or clickers are also subject to service fees. **Please note parking hang tags, access cards, transponders and clickers are non-transferable.**

Citations, Late Fees, and Appeals: All vehicles not displaying a valid Harvard University parking permit are subject to ticketing and/or towing without notice and at the owner's risk and expense. Parking violations may be paid by check or money order (payable to *Harvard University*). Payment must be made within 21 days of violation in order to avoid a \$10.00 late fee. Failure to pay parking violation notices may result in revocation of parking privileges. Additionally, for the following year, permits may not be issued to those individuals whose accounts have a citation balance. Anyone wishing to appeal a citation or tow must do so in writing within 21 days of violation. Specific appeal instructions appear on the back of the citation.

The Motorist Assistance Program (M.A.P): This service is available free-of-charge to all faculty, staff, students and visitors parked on Harvard University property who need help changing a tire, charging a dead battery or retrieving keys that have been locked inside a vehicle. M.A.P. service is available 24 hours, 7 days a week (including University holidays), by calling 617-496-HELP (4357).