

# Harvard Campus Service Center - Parking

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



2021 2022

**Parking Application**  
**2021/2022 Academic Year**

**Please Fill Out Application Completely**

**1. Check One:**  
 Renewal       New Applicant

**2. Check One:**  
 Faculty / Staff       Student       Other Affiliation \_\_\_\_\_

**3.**

Last Name		First Name		HUID	
Home Address			City	State	Zip
Campus Address			City	State	Zip
Department or School Affiliation			Vendor / Contractor Company Name (if applicable)		
Email Address		Home Phone		Work Phone	
<b>The best number to reach me when I'm parked on campus is:</b>		Home Phone	Cell Phone		
		Work Phone	Email	Cell Phone	Other

**4. Vehicle Information** Please provide all active vehicles in order to maintain proper access

State	Plate #	Make	Model	Color	For Office use: <input type="checkbox"/> Access Control <input type="checkbox"/> Access Control <input type="checkbox"/> Access Control
State	Plate #	Make	Model	Color	
State	Plate #	Make	Model	Color	

**5.**

**Current Parking Facility Location** (if applicable ) \_\_\_\_\_

3 Day permit holders please check your valid days      M    T    W    TH    F

If you do not currently have parking, and would like to be considered for parking immediately, please check this box:

**Preferred Location**    1. \_\_\_\_\_    2. \_\_\_\_\_    3. \_\_\_\_\_

**6. Payment Method**

<input type="checkbox"/> <b>Cash</b>	<input type="checkbox"/> <b>Check</b>	<input type="checkbox"/> <b>Credit Card</b> (One-time charge. Please do not record credit card information on application. Parking Services will request information once application is processed.)	<input type="checkbox"/> <b>Student Account</b> (One-time charge; must have valid ID)
<input type="radio"/> <b>Smithsonian / SAO Payroll Deductions</b>	<input type="radio"/> <b>Department Invoice</b>		

**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. By my submission of this application, I acknowledge and agree as follows:

- 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, appeal procedures and refund policies) published at <http://www.transportation.harvard.edu/parking>
- I understand if I wish to cancel parking, IRS regulations on pretax payroll deductions prohibit a refund except in limited circumstances if I am terminating employment
- Harvard requires employees to give at least two weeks' notice of cancellation of 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 and that 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 my eligibility for parking is based on my University affiliation and that the University reserves the right to relocate or cancel my parking privileges with or without cause at any time

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Office Use Only					
Permit #	Location/Type	Access ID	Sent Via	Coord.	T2 Acct #