



**MGH Parking Office
Charlestown Navy Yard Garage
Registration Form**

There is no employee parking in the Fruit Street, Parkman Street or Yawkey garage between the hours of 9:30a.m. to 5:30p.m. Monday to Friday. These hours are reserved for MGH patients and patient visitors. MGH parking garages/lots are to be utilized by on duty employees during evenings/night/weekends. Employees attending events or shopping/dining in the area should NOT be utilizing the MGH garages

Charlestown Navy Yard Garage (199 13th Street Charlestown, MA)
\$120/month, \$27.69/week reoccurring payroll deduction or \$140.00/20 debits

- Access 24 hrs a day, Monday thru Friday.

Nights/Weekends

- **Reoccurring payroll deduction parkers:** Get access to the Fruit Street, Parkman Street or Yawkey garage Monday-Friday, 4:00pm to 9:30am and all day/night on Saturday/Sunday/ and Holidays.
- **Debit parkers:** Can get access, upon request, to the Fruit Street, Parkman Street, or Yawkey Garage Monday-Friday, 5:30pm to 9:30am. On Saturday/Sunday/Holidays prior to 2:15PM, employees must park at the 165 Cambridge street garage. After 2:15PM, employees may use the Fruit, Parkman, or Yawkey garages.
- CNY 199 garage- access Monday-Friday, 4:45pm to 9:30am and all day on Saturday and Sunday.

Policies and Regulations

1. **YOUR ID BADGE AND YOUR PARKING PRIVILIGES ARE NOT TRANSFERABLE TO ANYONE. IT IS INTENDED FOR YOUR WORK RELATED USE AT MGH.**
2. **You must use your MGH I.D badge to enter and exit the garage.** Any employee registered for MGH garage parking entering/exiting the garages without their ID badge will be charged \$10.
3. Any employee registered for MGH garage parking programs that enters or leaves outside of the administration approved time periods will be charged the posted, public rate for all time spent parked in garage outside of approved time zones. The employee must stop by the appropriate Parking Office to reset their Id badge :
The Parking offices locations are listed below:

<u>Main Campus:</u>	Parking and Commuter Services, WACC 232 Boston, MA 02114 (Monday to Friday 7:30am to 5:00pm)
<u>Charlestown Navy Yard:</u>	CNY Parking Office; Building 199 Charlestown, MA 02129 (Monday to Friday 8:00am to 4:00pm)
4. Any employee who is registered for MGH garage parking and finds that their ID badge will not work on entrance/exit will be charged accordingly and given a receipt; the receipt will need to be brought to the Parking & Commuter Services staff by the employee within 5 business days. The staff will research the source of the problem and determine if a refund is due.
5. **PARK AT YOUR OWN RISK. THIS IS A LICENCE TO PARK ONLY AND DOES NOT CREATE A BAILMENT. THE FACILITY OWNER AND OPERATOR ARE NOT RESPONSIBLE FOR LOSS OR DAMAGE TO ANY CAR OR ITS CONTENTS FOR ANY REASON (INCLUDING FIRE, THEFT, VANDLISM OR COLLISION).**

REFUND POLICY

Inquires for refunds are made at the Parking & Commuter Services Office only. Any request made due to defective ID badges, faulty parking equipment or software/programming issues that are verified by Front Office personnel will be processed by check request or payroll with a copy given to employee for their record. All refunds require a receipt.

Signature: _____ Date: _____



**MGH Parking Office
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EMPLOYEE ID NUMBER:

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(Please Print)

LAST NAME: _____ FIRST NAME: _____

PARTNERS USERNAME: _____ EMAIL: _____

DEPARTMENT: _____ TELEPHONE: (____) _____

VEHICLE INFORMATION:

MAKE	MODEL	YEAR	STATE	LICENSE PLATE (REQUIRED)	COLOR

BY SIGNING THIS FORM, I AGREE TO THE PARKING PROGRAM POLICES & REGULATIONS AND THAT THESE PRIVILEGES ARE FOR MY USE AND ARE NOT TRANSFERABLE.

SIGNATURE: _____ DATE: _____

Parking Office Use Only:

Parking Program Assigned	Card Number	Decal #	Date Issued

COMMENTS: