



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

There is no employee parking in Fruit Street, Parkman Street or Yawkey garage between the hours of 9:30 a.m. to 5:30 p.m. Monday to Friday. These hours are reserved for MGH patients and patient visitors only. MGH parking garages/lots are to be utilized by on duty employees for work purposes only. Employees attending events or shopping/dining in the area cannot utilize MGH garages/lots or leased parking for this purpose.

**Charlestown Navy Yard (CNY) 199 Garage** (199 13<sup>th</sup> Street Charlestown, MA)  
\$29.31/weekly payroll deduction or \$160.00/20 debits

- Access 24 hours a day at the CNY garage.
  - Weekly payroll – access after 4 p.m. to MGH main campus garages (CRP, Fruit, Parkman and Yawkey garages) at no additional charge.
  - Debit parking – access after 4 p.m. to MGH main campus garages (CRP, Fruit, Parkman and Yawkey) at regular debit charge. \*No additional charge if moving from CNY 199 to the main in the same day\*
- No vehicle storage – vehicle parked longer than 24 hours is considered storage.
- CNY Night/weekend parking – M-F – entry after 4:45pm to 9:30am and all day on Saturday and Sunday.
- Main Campus Night/Weekend parking -- included in both weekly and debit programs
  - **M-F** – entry to CRP, Fruit, Parkman and Yawkey garages at 5:30 p.m. and must exit by 9:30 a.m.
  - **Weekends/MGH holidays** – All day access on weekends/MGH Holidays.

Employee Initial \_\_\_\_\_

**Policies and Regulations**

1. Your ID badge and parking privileges are not transferable. It is intended for your work-related use at MGH. Misuse of the program can result in the loss of parking privileges and further corrective action up to and including termination.
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 may be charged the full public rate for parking or charge an administrative fee (\$20). This will be based on review of activity.
3. Any employee registered for MGH garage parking programs that enters or leaves outside their authorized time periods will be charged the full public rate for time spent parked in the garage. The employee must stop by the appropriate Parking Office to reset their I.D. badge:

Main Campus:                      Parking and Commuter Services, WACC 232 Boston, MA 02114  
Monday to Friday 7:15 a.m. 5:00 p.m.

CNY:                                      CNY Parking Office; Building 199 Charlestown, 1<sup>st</sup> floor, MA 02129  
Monday to Friday 8:00 a.m. to 4:00 p.m.

4. Parking at our MGH owned garages/lots and leased locations are park at your own risk. This is a license to park only and does not create a bailment. The facility owner and operation are not responsible for loss or damage to any car or its contents for any reason (including fire, theft, vandalism or collision).
5. Employees assigned to or using a leased facility must follow the MGB Code of Conduct.

Employee Initial \_\_\_\_\_

**REFUND POLICY** -- Inquiries 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 reviewed and processed through payroll.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Feb. 2026**



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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:**