



**MGH Parking Office  
Employee Parking Programs**

As a benefit and convenience to our employees, MGH parking has reduced rate and night/weekend parking options. **There is no employee parking in the Fruit Street, Parkman Street or Yawkey garage between the hours of 9:30am to 4:00pm Monday to Friday. These hours are reserved for MGH patients and patient visitors.** MGH parking garages 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

**Night/Weekend**

*\$25 one time fee*

- Access to the Fruit Street, Parkman Street or Yawkey garage Monday-Friday, 5:30pm to 9:30am
- ***On Saturday and Sunday, prior to 2:15pm, employees must park at the 209 Cambridge Street garage. After 2:15p.m, employees may use the main campus or Cambridge Street garage.***
- CNY 199 garage- access Monday-Friday, 4:45pm to 9:30am and all day on Saturday and Sunday.
- 125 Nashua – Access for the nights/weekend at this location must be requested by your department manager. Requests can be made to CommuterServices@Partners.org.

**Evening Parking**

*\$24.00/week or \$119/20 debits*

- Access to the Nashua Street lot (99 Nashua Street, Boston, Ma 02114) Monday-Friday, 1:45pm to 5:30pm
- Includes Night/Weekend Parking

**Late Evening Parking**

*\$24.00/week or \$119/20 debits*

- Access to the Fruit Street, Parkman Street or Yawkey garage Monday-Friday, 4:00pm to 5:30pm
- Includes Night/Weekend parking

**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. **Storage of vehicles is prohibited in the garage. Vehicle can be in the garage only when on duty.**
4. 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<br>(Monday to Friday 7:30am to 5:00pm) |
| <u>Charlestown Navy Yard:</u> | CNY Parking Office; Building 199 Charlestown, MA 02129<br>(Monday to Friday 8:00am to 4:00pm)   |

5. 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.
6. **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  
Employee Parking Registration Form**

**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:**