

Harvard Campus Service Center - Parking

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



2024 TAS 2025

Parking Application
 2024/2025 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 _____	
The best number to reach me when I'm parked on campus is:		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 _____	<div style="border: 1px solid black; padding: 5px;"> For Office use: <input type="checkbox"/> Access Control <input type="checkbox"/> Access Control <input type="checkbox"/> Access Control </div>
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="radio"/> Cash	<input type="radio"/> Check	<input type="radio"/> Credit Card	<input type="radio"/> Department Invoice
<input type="radio"/> Smithsonian / SAO Payroll Deductions		<input type="radio"/> Harvard Payroll Deductions	
		(One-time charge. Please do not record credit card information on application. Parking Services will request information once application is processed.)	
		(One-time charge; must have valid ID)	

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 that parking permits may not be transferred, reproduced, or altered, and that forged permits are subject to penalties, including fines, towing, and revocation of parking privileges
- 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
- I understand 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 #