

## Memorandum – Changes to Education Building Parking

The JHU Office of Parking and Transportation in cooperation with the School of Education is pleased to announce the following changes to parking procedures, which will affect permit holders and visitors who park in the Education Building Parking Lot. The changes will fully be transitioned between now and September 14, 2009.

### **Daily Visitors:**

- The use of the token system and machine located in the Education Building will be discontinued permanently.
- The parking gates will be lifted from both 28<sup>th</sup> and Charles Streets, and a pay-to-park meter will be installed for visitors. Meters will be in effect every day from 6:00am - 11:00pm.
- NO OVERNIGHT VISITOR PARKING will be permitted in the lot. (Anyone displaying a valid hangtag can park overnight but is encouraged to let either the School, Security or the Parking office know you will do so).
- Visitor spaces will be designated near the meter, which accepts credit cards and coins as payment. The visitor rate will be \$1 per hour with a maximum of \$5 for the day. Instructions will be posted on the meter.

### **Departmental Visitors:**

- Visitor hangtags may be purchased for \$4 each with departmental budget numbers only (fund & cost center or internal order numbers, minimum of ten per transaction) by e-mailing requests to parking@jhu.edu. Departments are encouraged to order hangtags in advance of use, and write the date used on the hangtag in ink. Anyone driving into the South Garage to pickup hangtags will be provided a free exit.
- The hangtags are single-use, valid only for the date written (which must match the date it is used in the lot).
- Unused tokens can be exchanged for hangtags until December 18, 2009.

### **Permit Holders – Faculty, Staff and Graduate Students:**

- New hangtags will be available for current permit holders who are on payroll deduction.
- Anyone with a “parking only card,” should return it to the parking office and pickup an appropriate permit.
- Alternate hangtags will be issued to those permit holders who pay monthly. The expiration date will be written on the hangtag by the parking office, at the time of issue.
- Hangtags must be displayed at all times on the rear view mirror, or in plain sight on the dash of the vehicle.
- Note: Faculty who already have a red and white striped faculty hangtag do not need to obtain a new hangtag, as these remain valid in the Education Building lot.

## Evening/Weekend Permits for Faculty, Staff and Graduate Students:

- Evening/weekend hangtags will be available for parking after 3:30pm on weekdays and all day on weekends.
- These permits will be sold at the beginning of each semester; current rate is \$40/semester.

## How to obtain new hangtags

- Parking staff will be present at the Education Building lobby beginning September 8 – September 10 and again September 14<sup>th</sup> to answer any questions and to distribute hangtags to current permit holders and to sell evening/weekend permits, Monday through Thursday, from 10:00am to 12:00pm, from 3:00pm to 5:00pm and again from 6:15pm to 7:00pm.
- You are welcome to visit the parking office during business hours 8:00am – 10:00pm, located in the South Garage, **beginning September 8th** (The offices will be closed Monday, September 7<sup>th</sup> in observation of Labor Day).
- **Note: To expedite distribution, please fill out the form PRIOR to visiting the table or parking office. You may pick up a form at the lobby of the Education Building or from the parking office beginning August 24th.**
- **In the case that you do not currently have a permanent or monthly permit but want to sign up for one, you must apply either online at [www.parking.jhu.edu](http://www.parking.jhu.edu) or in person at the parking office.**

## Enforcement:

As we transition during August 24 through September 13, the gates will be raised unless we encounter major problems. The meter will be in effect beginning Monday, September 14, and at that time parking staff will be heavily enforcing and ticketing any and all parkers who are not in compliance with the new procedures.

We anticipate these changes to be positive and much more efficient than the current token and swipe-card system. Please contact the Office of Parking and Transportation via email [parking@jhu.edu](mailto:parking@jhu.edu) or phone 410-516-PARK (7275) with any questions or concerns, and we will be happy to assist you.

Thank you for your cooperation during this transition.

Sincerely,

JHU Office of Parking and Transportation