Parking Plan Information and Policies

Crosstown Parking Program

**Primary Location:** Crosstown Garage; 801 Mass Ave  
**Authorized Hours:** 24/7 Access

**Alternate Locations:** 710 Albany Garage; D.O.B. Garage  
**Authorized Alternate Hours:** Mon-Fri 2:00 PM- 8:30 AM; Sat-Sun 24 hour access and specified holidays

**Description:** Employees will have 24/7/365 access to the Crosstown Garage. Employees may also park in the 710 Albany and D.O.B. garages Mon-Fri 2:00PM-8:30AM, and 24 hour access on weekends and specified holidays. Employees parked in a garage other than the Crosstown Garage outside of the authorized hours will be required to pay the hourly rate for the additional time parked (see chart below).

610 Albany Parking Program

**Primary Location:** 610 Albany Garage  
**Authorized Hours:** 24/7 Access

**Alternate Locations:** 710 Albany Garage; D.O.B. Garage  
**Authorized Alternate Hours:** Mon-Fri 2:00 PM- 8:30 AM; Sat-Sun 24 hour access and specified holidays

**Description:** Employees will have 24/7/365 access to the 610 Albany Garage. Employees may also park in the 710 Albany and D.O.B. garages Mon-Fri 2:00PM-8:30AM, and 24 hour access on weekends and specified holidays. Employees parked in a garage other than 610 Albany Street outside of the authorized hours will be required to pay the hourly rate for the additional time parked (see chart below).

DOB Parking Program

**Primary Location:** DOB Garage; 720 Harrison Ave  
**Authorized Hours:** 24/7 Access

**Alternate Locations:** 710 Albany Garage; D.O.B. Garage  
**Authorized Alternate Hours:** Mon-Fri 2:00 PM- 8:30 AM; Sat-Sun 24 hour access and specified holidays

**Description:** Employees will have 24/7/365 access to the DOB Garage. Employees may also park in the 710 Albany and D.O.B. garages Mon-Fri 2:00PM-8:30AM, and 24 hour access on weekends and specified holidays. Employees parked in a garage other than 610 Albany Street outside of the authorized hours will be required to pay the hourly rate for the additional time parked (see chart below).

Evening-Midnights / Off-Shift Parking Program

**Locations:** 710 Albany Garage; D.O.B. Garage; 610 Albany Garage  
**Authorized Hours:** Mon-Fri 2:00 PM- 8:30 AM; Sat-Sun 24 hour access and specified holidays

**Description:** Employees will have access to these garages Monday thru Friday from 2:00PM-8:30AM. Entering the garage early and/or leaving the garage late will require parkers to pay the hourly rate for the additional time parked (see rate chart below).

<table>
<thead>
<tr>
<th>Arrival Time</th>
<th>Additional Fee</th>
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</thead>
<tbody>
<tr>
<td>Before 9:00 AM</td>
<td>$19.00</td>
</tr>
<tr>
<td>9:00 AM- 10:44 AM</td>
<td>$12.00</td>
</tr>
<tr>
<td>10:45 AM-1:59 PM</td>
<td>$8.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departure Time</th>
<th>Additional Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 11:30 AM</td>
<td>$8.00</td>
</tr>
<tr>
<td>11:30 AM-1:30 PM</td>
<td>$12.00</td>
</tr>
<tr>
<td>After 1:30 PM</td>
<td>$19.00</td>
</tr>
</tbody>
</table>

****Parkers are encouraged to park in their assigned garage, and must use their own badge upon entering and exiting the garage. All parkers must be in a vehicle when utilizing parking access. For issues with badge-access, parkers must pull a parking ticket upon arrival, and see the parking office immediately. Violations of these policies will result in termination from the parking program. All parkers are responsible for canceling parking access with the Parking Office. ****
Sticker Placement

Please place your parking sticker in the driver side back window. Failure to display your parking sticker may result in your vehicle being towed.

710 Parking Access

All parking programs allow for access to 710 Albany Garage Mon-Fri 2pm-8:30am; Sat-Sun 24 hour access as well as specified BMC holidays. Employees in the 710 Albany garage outside of the authorized hours will be required to pay the hourly rate for the additional hours parked. Please see reverse side for rates that may apply.

Vehicle Storage

Parking is only authorized during working hours, not for long term vehicle parking/storage. Violators may be ticketed and/or towed at owners expense and may be removed from parking program.

Payroll Deduction

BUMC/BMC Employees placed on payroll will have pre-tax deductions for the programs listed above. Funds are deducted based on the individual’s pay frequency (I.E, Weekly, Bi-weekly, and Monthly.) Ask us today how much you can save by enrolling in payroll deduction

Cancellation Policy

Parkers are required to cancel their parking by submitting a cancellation form. It is the employee’s responsibility to ensure that the parking payroll deductions have been terminated in their payroll checks. Please note that all cancellations take effect the day cancellation request is submitted, unless otherwise noted for a future date. Parker's may not predate their cancellation requests. The cancellation form can be found at BUMC.BU.EDU/Parking/Forms

New ID Card

If a parker gets a new ID card, they must come to the Parking Office to have it updated.

Observed Holidays for Parking

Monthly parkers may utilize the 710 Albany Street for free, all day on these holidays

<table>
<thead>
<tr>
<th>New Years Day</th>
<th>Martin Luther King Jr. Day</th>
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</thead>
<tbody>
<tr>
<td>Memorial Day</td>
<td>Independence Day</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>Christmas Day</td>
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</tbody>
</table>

Employees not enrolled in a parking plan may park in the 710 Albany st garage or D.O.B. for $8 per day on observed holidays.

Prices and availability are subject to change. Please contact the Parking Office for the most current rates and availability information (617) 358-7592 or email parking@bmc.org

BUMC.BU.EDU/PARKING/FORMS