

# Parking Plan Information and Policies

## Crosstown Parking Program

Primary Location: Crosstown Garage; 801 Mass Ave

Authorized Hours: 24/7 Access

Alternate Location: 710 Albany 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 garage 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).

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## 610 Albany Parking Program

Primary Location: 610 Albany Garage

Authorized Hours: 24/7 Access

Alternate Location: 710 Albany 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 garage 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).

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## Evening-Midnights / Off-Shift Parking Program

Locations: 710 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).

| Rates - Arriving Early |                | Rates - Leaving Late |                |
|------------------------|----------------|----------------------|----------------|
| Arrival Time           | Additional Fee | Departure Time       | Additional Fee |
| Before 9:00 AM         | \$19.00        | Before 11:30 AM      | \$8.00         |
| 9:00 AM- 10:44 AM      | \$12.00        | 11:30 AM-1:30 PM     | \$12.00        |
| 10:45 AM-1:59 PM       | \$8.00         | After 1:30 PM        | \$19.00        |

\*\*\*\*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. \*\*\*\*

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## 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.

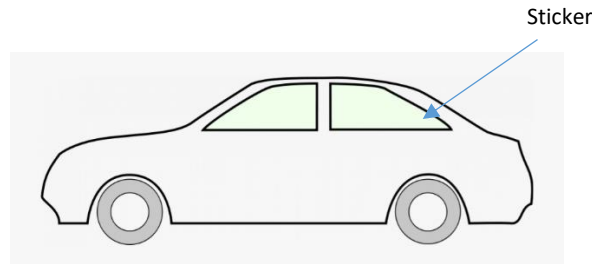
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## New ID Card

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

### **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.



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### **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.

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### **Payroll Deduction**

BUMC/BMC Employees placed on payroll will have pre-taxed 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

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### **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](http://BUMC.BU.EDU/Parking/Forms)

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### **Observed Holidays for Parking**

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

|               |                            |
|---------------|----------------------------|
| New Years Day | Martin Luther King Jr. Day |
| Memorial Day  | Independence Day           |
| Labor Day     | Thanksgiving Day           |
| Christmas Day |                            |

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

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### **A Better City TMA**

To support our commuters and contribute to enhanced quality of life in downtown Boston, we are pleased to provide you with membership in A Better City Transportation Management Association (TMA). A Better City TMA delivers commuter services in the form of programs, events and promotions, helpful resources, and citywide advocacy to improve your options for getting around the neighborhood. For more information or to sign up please visit [www.abctma.com](http://www.abctma.com).

***Prices and availability are subject to change. Please contact the Parking Office for the most current rates and availability information (617) 638-4915 or email [parking@bmc.org](mailto:parking@bmc.org)***

**BUMC.BU.EDU/PARKING/FORMS**