

# 2023-2024 FACULTY/STAFF PARKING APPLICATION

PLEASE PROVIDE ALL INFORMATION REQUESTED. INCOMPLETE APPLICATIONS AND APPLICATIONS CONTAINING INCORRECT OR INVALID INFORMATION WILL NOT BE ACCEPTED.

## THIS SECTION TO BE COMPLETED BY CAMPUS SERVICES HQ

PERMIT LOCATION \_\_\_\_\_ PAYROLL DEDUCTION? Y N

PERMIT # \_\_\_\_\_ GATE CARD # \_\_\_\_\_ DATE ISSUED \_\_\_\_\_

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

CAMPUS-WIDE ID NUMBER: \_\_\_\_\_

LOT/GARAGE PREFERENCES (SEE REVERSE SIDE FOR LISTING OF AVAILABLE LOTS/GARAGES):

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

If your first choice is PGP (PG Part-Time Permit), please indicate below which weekday(s) you want for your permit (up to 4).

Do not select any weekdays if you are not applying for a PG part-time permit.

MONDAY  TUESDAY  WEDNESDAY  THURSDAY  FRIDAY

PAYMENT METHOD:

Do you wish to pay for your parking fees using the payroll deduction method? YES NO

If YES, would you like for your fees to be deducted before taxes? (Permanent employees only) YES NO

DEPARTMENT/OFFICE: \_\_\_\_\_ FACULTY \_\_\_\_\_ STAFF \_\_\_\_\_

HOME

ADDRESS: \_\_\_\_\_  
STREET AND NUMBER CITY STATE ZIP CODE

HOME/MOBILE PHONE #: \_\_\_\_\_ WORK PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAKE OF CAR: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ COLOR: \_\_\_\_\_

STATE IN WHICH TAG WAS ISSUED: \_\_\_\_\_ TAG NUMBER: \_\_\_\_\_

**THE COLLEGE OF CHARLESTON ASSUMES NO RESPONSIBILITY FOR THE CARE AND PROTECTION OF ANY MOTOR VEHICLE OR ITS CONTENTS AT ANY TIME.**

**By signature hereon, I agree to abide by the parking regulations of the College of Charleston and any specific lot/garage restrictions.**

\_\_\_\_\_  
Signature

PLEASE SEE REVERSE SIDE FOR LOCATIONS AND PAYMENT OPTIONS

## **2023-2024 FACULTY/STAFF PARKING APPLICATION**

If you require parking for the 2023-2024 academic year please complete this form and return it to Campus Services HQ (162 Calhoun St.) or email it as an attachment to [campusservices@cofc.edu](mailto:campusservices@cofc.edu). Faculty/Staff who wish to participate in a carpool should complete and return one application with information for all participants.

### **Core Surface Parking (\$650)**

AD	Addlestone Library
B	Simons Center, South (B LOT WILL BE OFFLINE FOR THE 2023-2024 ACADEMIC YEAR)
BS	Rear of 24 Bull St.
CD	Rear of 88 Wentworth St.
EF	Central Energy Facility
GC	30 Coming St.
GS	9, 11, 14, and 22 Glebe St. - PERMIT VALID IN ANY OF THESE 3 DRIVEWAYS
GY	34 George St.
I	114 Wentworth St.
J	94 Wentworth St.
JJ	14 Coming St.
MC	207 Pitt St.
PP	45 Coming St.
R	9 Liberty St.
RL	40 Coming St.
W	Rear of 298-300 Meeting St. (RED BUMPER BLOCK SPACES ONLY)
WA	Calhoun and St. Philip streets
Z	125 Bull St.

### **Perimeter Surface Parking (\$300)**

LK	Behind 176 Lockwood Blvd.; permit holders must ride CARTA Dash route #213 to get to campus
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### **Motorcycle Parking (\$175)**

MA	- Motorcycle Parking in AD Lot
MP	- Motorcycle Parking in PP Lot
MW	- Motorcycle Parking at 168 Calhoun St. (alley next to the Treasurer's Office)
MM	- Motorcycle Parking in between McAlister & Berry residence halls

### **Core Garage Parking (\$750)**

GG	- 34 St. Philip Street (between George and Liberty streets)
PG	- St. Philip St., next to the BellSouth Building

### **Perimeter Garage Parking (\$600 plus \$20 refundable card deposit); with Shuttle**

AG	- Aquarium Garage/Calhoun and Washington streets ***4 <sup>TH</sup> FLOOR AND ABOVE ONLY
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### **Employee Handicap Accessible parking (\$300/year)**

Refer to parking map for locations

You must have a state-issued handicap placard to purchase an HA permit. If you apply for an HA permit, please bring your state-issued handicap placard to Campus Services HQ for verification.

### **PG Afternoon/Evening Parking (\$450/year)**

Allows you to park in the PG Garage ONLY after 1:45 p.m. weekdays and all day on weekends. This permit is not valid in any other location at any time.

### **Evening Parking (\$125/year)**

Allows you to park in any core surface faculty/staff lot (except B and WA Lots) after 3 p.m. weekdays and all day on weekends.

### **PG Evening Parking (\$200/year)**

Allows you to park in the PG Garage ONLY after 4:45 p.m. weekdays and all day on weekends. This permit is not valid in any other location at any time.

### **PG Part-Time Parking OR WG Part-Time Parking – “PGP” or “WGP” (\$150 to \$600/year, depending on how many weekdays per week the permit is valid)**

Allows you to park in the PG Garage OR WG Garage ONLY on pre-determined weekdays each week; ideal for employees who do not come to campus each day. Cost is \$150/year for one day per week, \$300/year for two days per week, \$450/year for three days per week, and \$600/year for four days per week. This permit is only valid on the designated weekday(s) for which it was purchased plus weekend days and is not valid in any other location at any time.

## **PAYMENT OF PARKING FEES**

For your convenience, parking fees can be paid using the payroll deduction method. Pre-tax deductions are available if requested; however, **temporary employees and adjunct faculty are not eligible for pre-tax deductions**. Please indicate if you would like to use the payroll deduction method on the first page of this form. NOTE: Parking fees for temporary employees using the payroll deduction method will be deducted from the first twelve (12) paychecks of the academic year. Faculty/Staff who park in the AG garage and opt to use the payroll deduction method must pay the \$20 refundable magnetic card deposit at Campus Services HQ on or before August 16, 2023, to ensure activation by the first day of fall classes. Parking fees can also be paid in full in advance at Campus Services HQ by cash, check, money order or credit card (Mastercard, Visa or Discover).