

2024-2025 COLLEGE OF CHARLESTON FACULTY / STAFF PARKING APPLICATION

Please provide all requested information. Incomplete applications and applications with incorrect or invalid information will not be accepted.

NAME \_\_\_\_\_  
Last First Middle

CWID \_\_\_\_\_

**PARKING PREFERENCES** (AG, GG, PG, LK Lot)

Traditional permit availability is limited; please include PG or LK among your choices.

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 part-time permit.

Monday Tuesday Wednesday Thursday Friday

**PAYMENT METHOD**

Do you wish to pay for your parking fees using payroll deduction? 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 heron, I agree to abide by the parking regulations of the College of Charleston and any specific lot / garage restrictions.

\_\_\_\_\_  
Signature

*This section to be completed by Campus Services HQ.*

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

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

*Please see reverse for locations and payment options.*

## ADDITIONAL PARKING INFORMATION

If you require parking for the 2024-2025 academic year, please complete this form and return it to Campus Services HQ (162 Calhoun St.) or email it as an attachment to [campusservices@charleston.edu](mailto:campusservices@charleston.edu).

Employees who wish to participate in a carpool should complete and return one application with information for all participants.

If you would like to park in a different lot or garage than the one to which you are assigned and you have not already contacted us with your request, please email [campusservices@charleston.edu](mailto:campusservices@charleston.edu) with a list of your preferred parking location(s) and we will add your name to the wish list. Additional surface lots are listed on the employee section of the [Parking and Transportation website](#). Wish list reassignments are based strictly upon seniority, which includes all years of state employment plus any temporary service time at the College of Charleston. If you have questions about your years of service, please contact Human Resources at [hr@charleston.edu](mailto:hr@charleston.edu).

### PARKING PERMIT LOCATIONS AND FEES

#### Perimeter Surface Parking (\$300/year)

LK Behind 176 Lockwood Blvd; permit holders must ride CARTA Dash route #213 to get to campus.

#### Motorcycle Parking (\$175/year)

MA – Motorcycle parking in AD Lot

MP – Motorcycle parking in PP Lot

MW – Motorcycle parking at 168 Calhoun St. (alley by Treasurer's Office)

MM – Motorcycle parking in between McAlister and Berry residence halls

#### Core Garage Parking (\$750/year)

GG – 34 St. Philip Street (between George and Liberty streets)

PG – 89 St Philip Street (next to the BellSouth Building)

#### Perimeter Garage Parking with shuttle (\$600/year plus \$20 refundable card deposit)

AG – Aquarium Garage (Calhoun and Washington streets) 4<sup>th</sup> floor and above ONLY

#### Employee Accessible Parking (\$300/year)

Refer to parking map for locations. You must have a state-issued placard to purchase a College of Charleston accessible permit. Please bring your 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. 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. Not valid in any other location at any time.

#### PG Part-Time Parking (\$150 to \$600/year, depending on how many weekdays permitted)

Allows you to park in the PG 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 for two; \$450 for three; \$600 for four. This permit is only valid on the designated weekday(s) for which it was purchased plus weekend days. It is not valid in any other location at any time.

### HOW TO PAY FOR PARKING

For your convenience, parking fees can be paid using payroll deduction. 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 payroll deduction on the first page of this form. Parking fees for temporary employees using payroll deduction will be deducted from the first twelve (12) paychecks of the academic year. Employees who park in the AG garage and opt not to use payroll deduction must pay the \$20 refundable magnetic card deposit at Campus Services HQ on or before August 13, 2024, 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).