

Parking

Employees of Moore College of Art & Design are eligible for Reduced Rates at the Franklin Institute Parking Garage. Upon enrollment in the plan, employees will be guaranteed an indoor parking space next door in the Franklin Institute. The reduced rate applies between the hours of 7:30 a.m. to 10:00 p.m. Monday through Friday, no overnight or weekend parking is included.

Effective January 1, 2011 rates are as followed:

\$150.00/month for full-time parking Monday through Friday

\$100.00/month for part-time parking 3 days a week.

There is a \$10.00 charge for lost cards. All Cards must be returned to the HR Office upon termination of employment or at the end of a school term. Payments can be made through a payroll deduction, or you may pay the parking garage yourself. If you are interested in parking at the Franklin Institute please complete the attached enrollment form.

Franklin Institute Parking Enrollment Form

I hereby authorize Moore College of Art & Design to deduct \$150.00 or \$100.00 from my monthly paycheck for parking. I understand this deduction will continue until I notify the Human Resources to discontinue. I also understand that all deductions will be for a monthly rate, and no reimbursements will be made for time not spent in the lot.

I wish to begin parking the month of _____

I will be parking in the lot on a full time basis (Monday – Friday)

I will be parking in the lot on a part time basis

Monday

Thursday

(Please check days)

Tuesday

Friday

Wednesday

I have enclosed a check made payable to Moore College of Art & Design for my first months parking.

Please discontinue my parking effective _____.

Please re-instate my parking beginning _____.

I am not interested in parking at this time.

*****Return parking card to Human Resources*****

This form must be turned into the Human Resources Office no later than the 15th of the month in order to receive parking for the following month.

Name _____ Date _____
(Please Print)

Signature _____