

MassArt Employee Parking Accommodation Policy

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MassArt has a limited number of parking spaces available in the Ward and Wentworth Parker Street lots. Shuttle bus service is provided from the Mindoro Street lot.

Employees who require parking accommodation must submit a request for accommodation in writing to Human Resources, 8th Floor, Tower Building. The request must be supported by medical documentation and the documentation must indicate the length of time that the accommodation will be needed. Medical documentation must be submitted on letterhead from a hospital/medical practice and must be signed by a physician/medical practitioner.

Employees who require ***short-term parking accommodation*** (i.e., less than one semester in duration) whose accommodation has been approved by Human Resources will be issued a temporary dashboard pass/hanging placard by Capstone Parking Management. The pass/placard must be kept visible at all times.

Employees who require ***longer-term parking accommodation*** (i.e., generally not longer than one semester in duration) whose accommodation has been approved by Human Resources will be issued a temporary parking decal/hanging placard by Capstone Parking Management. The temporary parking decal/placard is valid for one semester only but will be reviewed on a case-by-case basis and may be extended if the request for accommodation is re-submitted along with updated medical documentation substantiating the continued need for accommodation. Parking decals/placards for this longer-term parking accommodation will not be approved for longer than one academic year.

Employees needing ***parking accommodation for longer than one semester*** are advised to apply for a handicapped placard or license plate. Ample handicapped parking is available around the College. Employees who provide proof that an application has been filed with the RMV and is pending will be issued a temporary dashboard pass from Capstone Parking Management, until a determination from the RMV. For more information regarding handicapped placards/plates, please visit the Registry of Motor Vehicles website at www.mass.gov/rmv