



Office of Parking Management
Patients/Students/Employees

PGII, 2nd Floor
91 President Street
MSC 191
Charleston, SC 29425-1910
Tel 843 792 3665
Fax 843 792 6195

musc.edu/parking

It is our pleasure to welcome you to the Medical University of South Carolina and to the MUSC parking system. We are providing the information below in the hope that it will assist you in getting settled into the parking system. Please read this information and if you have questions, give us a call or stop by and see us.

The Office of Parking Management is located at 91 President Street, second floor of Parking Garage II. Our office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Telephone, 843/792-3665. Fax 843/792-0508. You may email us at parkit@musc.edu or check us out on the web at www.musc.edu/Parking.

Fee-Based Parking at MUSC

Since its inception in the early 1970's the MUSC parking system has been funded by user fees. Patients, visitors and the Medical Center pay for patient and visitor parking. Employees and students pay for their personal parking. No state funding and no taxpayers dollars are involved. User fees allow Parking Management to operate, maintain and repair the 9,300-space MUSC system and retire debt service for new parking facilities such as the 1,500-space Bee Street parking garage. The university keeps its employee and student rates as low as possible, and our current rates are well below market. Rates are as posted in the parking office and on the Parking Management website at www.musc.edu/Parking.

Parking Assignments and Payment of Fees

Employee parking is located in several parking garages and surface lots located both on campus--within walking distance of job sites--and off campus--with shuttle bus service to campus. A space in a monthly-contract location is available without a wait for new employees; but an assignment to a preferred location requires a wait. Parking Management administers the employee waiting list process, and assignments are made from the lists as spaces become available.

Parking fees are usually paid through the employee payroll deduction system. However some departments choose to pay for their employees' parking. If your parking fee will be paid by your department or an MUSC source other than yourself, a letter of authorization

is required from the payment source before parking authorization can be issued. (See Authorization letter attached.)

Registration Process

To register for parking in a monthly-contract location, please bring with you the vehicle registration certificate for the vehicle you wish to register and your employee ID badge. Be prepared to pay initial registration fees of a one-time registration fee of \$20 and payment for the current month's or remainder of the current month and possibly the next month's parking fees. The latter is necessary to allow time for activation of payroll deduction.

After-Hours and Weekend Parking

Monthly-contract parking privileges provide for 24/7 parking in your assigned facility. If you will be returning to campus at night or on weekends you may wish to register for after-hours parking privileges in locations which are closer to your work site than your day-time location. If you would like after-hours parking in another facility, you may request it either at the time of original registration with Parking Management or at a later time. An MUSC decal, hangtag or permit is required in order to park at any time, including nights and weekends, in any MUSC employee monthly-contract parking location.

Parking Restrictions

Employees are prohibited from parking in patient/visitor parking facilities except when they are here as patients or visitors themselves. This restriction is necessary in order to insure parking availability for our patients and visitors. It is strictly enforced.

Parking Citations and Adjudication

If you should receive a parking citation while parking on campus please see the hearing schedule insert in the citation envelope for information on the citation appeals process.

We wish you success in your new position! Welcome to the MUSC team!

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