

Columbus Center MTA and Parking Information Guide

Parking and MTA Services

Responsibilities of the Home Institution:

- Each USM Institution within the Columbus Center will inform new personnel of paid parking and MTA availability.
 - Columbus Center Garage
 - Columbus Center Backlot
 - Columbus Center After hour and Weekend
 - Pier V Parking 711 E. Pratt Street
 - PMI Parking 720 Aliceanna Street Garage # 30106
 - MTA monthly pass (Local Bus, Light Rail, Baltimore Metro Subway Monthly Pass) Valid for one month unlimited travel.
- Complete the attached forms.
- To notify Columbus Center Operations of all cancellations, changes and/or termination for PMI and Pier V garage spaces.
- Request for Columbus Center building parking spaces: Contact your Institution Business Manager
- Hangtags for the Backlot; CC Garage and After hour/Weekend can be obtained from Matt Moore; mmoore@umbc.edu or 410-234-8816.
- Request for Pier V and PMI parking spaces contact Tonya Queen; queent@umbc.edu . Backup: Tyra Burman, burmant@umbc.edu
- Home Institution will enroll USM employees via payroll deduction for parking and MTA. Copies of payroll deduction cards are forwarded to Tonya Queen in room G-012.

Responsibilities of the Columbus Center Operations:

- Shared Services (Tonya Queen or Tyra Burman) will be responsible for notifying all parking Pier V and Parking Management Incorporated (PMI) of activation and cancellation of parking services.
- Columbus Center Operations will distribute monthly invoices mid month to departments and individuals by email.
- Columbus Center Operations will collect payments made by check; money order and credit card only. Payments are due by the first of the month and can be submitted directly to Columbus Center Operations (room G-010) or UMBC Cashier Office (1000 Hilltop Circle, Baltimore MD 21250) as indicated on your invoice.
- Issue replacement parking cardkeys. *A fee applies.
- Distribute and collect parking cardkeys.
- Distribution of monthly MTA/MARC/Express parking passes or vouchers.

Attachments:

Columbus Center Transportation Enrollment Form

UMBC Columbus Center Operations Parking Lot Use Guidelines

Columbus Center Transportation Enrollment Form

Name: _____ Email Address: _____

Phone: _____ Start Date: _____ Cancellation Date: _____

Circle Affiliation: DMB loF Shared Services Towson UMB UMCES

RATES:	IMET Institutions and loF		Towson Only
	Monthly	Biweekly	Biweekly <u>Only</u> (20 ppds)
PMI	\$67.50	\$31.15	\$40.50
Pier V	\$88.50	\$40.85	\$53.10
CC Garage	\$105.00	\$48.46	\$63.00
CC Backlot	\$80.00	\$36.92	\$48.00
MTA	\$34.00	\$15.69	\$20.40

Note Towson University biweekly rates are based on 20 pays*****

Vehicle Information: Tag # _____ Year: _____ Make: _____ Model: _____

Payroll Deduction:

I understand and agree that I am authorizing an automatic parking deduction from my paycheck that will be on a pre-tax basis. This deduction will begin on the next available pay period and will continue until written notice to cancel is submitted by forwarding a copy of the payroll deduction card to the Columbus Center Parking Services. **Cardkeys that are not returned at the termination of parking will be subject to additional fees and penalties.** Initials _____

Direct Payments:

I understand that my monthly payments are due by the first of each month. Direct payments are accepted by check or money order only and are to be payable to UMBC. I further agree that the Columbus Center Parking Services has reserved the right to terminate any parking rendered to me in the event my payment becomes delinquent for a period of 5 days or longer. **Cardkeys that are not returned at the termination of parking will be subject to additional fees and penalties.** Initials _____

Cancellation:

I understand that I must notify the Columbus Center Parking Services and my affiliated campus/department **in writing 15 days prior to the date of cancellation.** I further understand that it is **my responsibility to return the parking cardkeys and hangtags to the issuing department within 24 hours of my cancellation date.** Initials _____

By signing this agreement, I agree to abide by the rules and regulations according to my assigned parking location and remain in the parking program for a minimum of 90 days.

Employee Signature: _____ **Date:** _____

Internal: Cardkey/ CC Space # Issued: _____ Date: _____ By: _____