

## HSC STUDENT PARKING UPDATE ~ FALL 2007

To: All New & Returning “HSC” Student Parkers  
From: Temple University Parking Services – HSC Campus  
Re: Student Parking Options and Procedures – Fall 2007  
Date: July 2, 2007

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In a continuing effort to better serve the needs of all students who require parking on the Health Sciences Center Campus, the period that parking can be reserved and purchased has been largely expanded. For the Fall Semester – 2007, only reservations by mail will be accepted and will be prioritized by the postmarked date as of 07/02/07 throughout 08/01/07. **No walk-in reservations will be accepted until 8/2/07.** To ensure that your first or second choice of parking areas is available, we strongly encourage you to mail your reservation within the prescribed time frame noted above. This will help to eliminate any lines caused by purchases made directly at the office, shortly before the semester begins.

### Parking Area Options:

1. Carlisle West Garage – located at Carlisle & Ontario Streets; enter on 15<sup>th</sup> Street. Open 24 HOURS, Monday – Thursday; until 10:00 PM on Friday; Closed Sat-Sun; reopens at 5:00 AM Monday.
2. Battersby Area – located at Broad and Westmoreland Street, enter on Westmoreland Street. Opens 6:30 AM to 9:00 PM, Monday – Friday. Closed on Sat - Sun.
3. Amtrak Area – located at Broad Street and Indiana Avenue, enter on 15<sup>th</sup> Street. Opens 6:30 AM to 9:00 PM, Monday – Friday. Closed Sat – Sun. There will be a dedicated shuttle bus service running from Amtrak Area to the campus, for your convenience. Also, parkers assigned to the Amtrak Area will receive discounted parking and have area reciprocity to the Carlisle West Garage beginning at 4:00 PM (must exit by 6:00 AM). Depending upon assignment levels at the Carlisle West Garage and the Battersby Area, this option is tentative. If the Amtrak Area does not open in the Fall, parkers will be assigned to either the Carlisle West Garage or Battersby.

Additionally, all Guaranteed Access student parkers have free reciprocity to the Ontario West Garage beginning at 12:00 Noon, Friday until 6:00 AM Monday.

### Parking Payment / Reservation Procedures:

1. “FALL 2007” parking can be purchased via mail from 07/02 to 08/01/07. No priority will be given to payments or reservations received before 07/02 or after 08/01/07.
2. Please visit our website at: <http://www.temple.edu/parking>.
3. Click on link for “HSC Campus”.
4. Click on link for “downloads”.
5. The first form option is “Guaranteed Access Student Hangtag form”.

6. Click on “Form 1a” and download two copies of the parking agreement and receipt form. The cost is noted on this form. Please sign, date, and keep one copy for your records.
7. Click on “Form 1b” and download the personal data block form. Complete all required information. **Please choose parking area preferences located on this form.**
8. Upon completion of forms mentioned above, please include your check or money order in the amount of \$ 316.00 (for Battersby four month period), \$ 336.00 (for Carlisle West Garage four month assignments) or \$ 300.00 (for Amtrak Area four month assignments), made payable to “Temple University” and mail to:

Temple University Parking Services – HSC  
 Carlisle West Garage  
 3412-28 N. Carlisle Street  
 Philadelphia, PA 19140  
 215 – 707 – 2277

9. Additional Week Charge Breakdown

AREA	START 8/13/07	START 8/20/07	START 8/27/07
Amtrak	\$ 334.54	\$ 317.27	\$ 300.00
Battersby	\$ 352.38	\$ 334.19	\$ 316.00
Carlisle West Garage	\$ 374.68	\$ 355.34	\$ 336.00

The cashing of your check or money order will confirm your reservation. Reservations and payments cannot be made by telephone or fax. The next step is to finalize your parking agreement. You must have a valid Temple Student I.D. card to complete this process. Your Temple I.D. card will be activated for parking and must be used as a swipe card to enter / exit the parking areas.

1. Visit the Parking Services Office, located on the ground floor of the Carlisle West Garage (Modular Office), Monday – Friday, 8:30 AM to 5:00 PM. Present your Temple I.D. to the customer service representative and pick-up your hangtag.
2. The payment that was mailed represents the Fall 2007 parking period of 8/27/07 through 12/31/07. If your parking needs begin prior to the period start date, additional fees will be assessed and required for payment before activating your parking agreement. The current guaranteed access fee for Students is prorated at \$ 18.19 per week for Battersby, \$ 19.34 per week for the Carlisle West Garage and \$ 17.27 per week for Amtrak assignments. If your personal parking needs begin on the first day of the period, no additional fees will be assessed. Once final payment is made, you will be issued a parking hangtag that identifies your assigned parking area and your status as a Guaranteed Access Parker. This hangtag serves as secondary identification in case of power failure or computer system failure. With your payment process complete, your Temple I.D. activated, and your hangtag issued, you are ready to begin parking.

To summarize, Fall 2007 parking will be sold on a first-come, first serve basis as of 07/02/07. Reservations received via mail (postmarked) between 07/02/07 and 08/01/07 will be given first priority, based upon the date received (postmarked). "Walk-in" registrations at the office will begin on Thursday, 08/02/07. For your convenience, we accept cash, checks, Visa, MasterCard, Discover and American Express. Throughout this process, every attempt will be made to honor the parking area preferences you have indicated. However, availability is limited based on the parking lot capacity. Reservations that are NOT finalized and picked up by 08/31/07 will be forfeited and returned for sale on a first-come, first-serve basis, based on availability.

We look forward to serving your parking needs as a new academic year quickly approaches. Please have a safe, enjoyable summer holiday.

Ref.: 0708UpdateLetterHSC