



MGH Weekend Event Guest Pass Order Form

Parking and Commuter Services
55 Fruit Street
Boston, MA 02114
617-726-8886

At this time we are able to accommodate a limited number of parking spaces in the Main Campus garages (Fruit Street, Parkman Street, Yawkey) for events that occur on after 5:00 p.m. The event organizer must receive approval from Brian Bable at least three (3) weeks prior to the scheduled event. This is based on the availability of parking spaces determined by the Parking department. If an event has not been approved by the Parking department, event attendees who park in a Mass General will be charged the public rate.

Parking Sticker Regulations:

- Parking stickers are NOT for employee use. Stickers are for patients, visitors and approved special guest only.
- 20 parking stickers in each booklet
- One sticker per parking ticket. Sticker holder will be charged the applicable fee after time on parking sticker has elapsed.
- Orders should be faxed to 617-724-1305 and picked up at the Commuter Services office on Wang 2, Room 232 (Monday-Friday 7:30am-5:00pm)
- When picking up booklets from Parking Office, please bring your Employee ID badge and a copy of the fax and/or PeopleSoft number.
- All purchases are final. Stickers are non-refundable.

Today's Date: _____

Department Holding Event: _____

Type/Name of Event: _____

Event Contact: _____

Phone Number: _____

Location of Event (Building Name/Floor/Room #): _____

Date of Event: _____

Time of Event: _____ to _____ Number of Expected Attendees: _____

PeopleSoft Fund Number: _____

Number of Books Requested (\$20/each)

of Books _____

Head of Department Signature: _____ Print Name: _____

Parking Office Use Only

Blue Book # _____

Completed By: _____

Date: _____