

# Parking Questions and Answers

## 1. Can I use two cars?

- No, only one car per employee. You may switch your car at anytime but you must contact the GME office before doing so.

## 2. What if I want to switch to SEPTA?

- If you choose to no longer park and wish to have SEPTA, you must fill out a SEPTA application form before that months passes are ordered (typically the 10<sup>th</sup> of the month).
- **Example:** *If you want to switch in August to SEPTA, first you would fill out a SEPTA application and then turn it into the GME office, if the passes for August were already ordered then you would get your pass in September.*

## 3. What do I do if I lose my parking card or sticker?

- If you lose your card you must notify the GME office immediately. You will be issued a new card but there is a fee of \$30.00 due at the time you pick up your card. If you find your old card you will be reimbursed.
- If you lose your sticker, you may come in to get a new one but there is a \$15.00 fee.
- If you just need a new sticker because the old one is ripped then you will need to bring in a piece of the old one and you will not be charged for a new one.

## 4. What if my card doesn't work, will I be charged for a new one?

- No, you will need to turn in your card to the GME office and you will be given a new one that will be effective immediately. **PLEASE DO NOT TURN IT INTO THE PARKING GARAGE.**

**When you are terminating from your program and are no longer going to be here at HUP, you may turn in your parking card to Julio (the parking attendant) and he will let you out of the lot.**

**If you have any other questions or concerns please feel free to call Renee Rosati in the GME office at 215-662-3957.**