

HARVARD PARKING PASS INFORMATION

For the Story Space 20TH Anniversary Celebration

The nearest parking garage to the Harvard-Epworth Church is at 10 Everett Street, and it is run by Harvard University. Everett Street intersects Massachusetts Avenue, two short blocks up from the Church (i.e., going north on Mass. Ave.)

Unfortunately, you cannot simply drive up and pay the parking fee – you must register first, online. When you finish registering, you will be able to print out your Parking Permit, which you must show to the garage attendant when you arrive, and then place in plain sight on your dashboard.

The all-day permit (8 am to 11 pm) is \$13.00, but a weeknight permit (5 pm to 11 pm) is only \$5.

These are the instructions for registering:

Using your web browser, go to:

<https://www2.uos.harvard.edu/cgi-bin/permit/purchase.pl>

This will take you to the screen for registering to purchase a “One Day Daily Parking Permit”. At the bottom of the screen there is a box with two choices: click on Visitor. This takes you to the Visitor Login Screen.

Chances are you don’t already have an account, so you have to establish one. Really, you must. Yes, even just for parking. Go figure. So click on “Click Here to Register”.

What to fill in:

Department: “Visitor to Campus”

Department Code: 7700

Click on “Submit Registration”. You will then be able to get a Parking Permit.

Parking Lot: 10 Everett St. Garage Weeknights: 5:00 pm-11:00 pm

Affiliation: “Other”, and type in: “At Harvard Epworth Story Space” in the appropriate box.

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Permit Date: Tuesday Feb 7, 2012

Plate Number: ... enter your car's license plate number, and select the state (MA is the default).

Click on Add Parking Permit

You will come to a new page where you can check out (\$5.00, or \$13.00 if you selected all day parking)

You end up with a parking permit for:

Parking Lot: 10 Everett St. Garage weeknights: 5:00 pm - 11:00 pm
Affiliation: Other: At Harvard Epworth Story Space

You will then pay through Pay Pal, using your Pay Pal account if you have one, or as a PayPal guest if you don't.

The permit will then be available to you as a PDF, displayed on your screen. **YOU MUST PRINT IT OUT THEN** (although you may also save it to your Computer if you wish). You will also be able to print a receipt for the transaction, and in any case such a receipt will automatically be emailed to you.

HAPPY PARKING, AND SEE YOU ON FEB 7th!