“FREQUENTLY ASKED QUESTIONS”
Faculty/Staff Parking at Messiah

Can I park in a different lot closer to my office after 5:00pm if I am working late?
Yes, you may move your vehicle to an employee parking lot closer to your office building ONLY after 5:00pm, except during major events that require the use of certain lots by other vehicles.

What do I do if my assigned lot is full?
If your lot is full, park in the TT lot and then contact Dispatch at ext. 6005 (or 691-6005); a dispatcher will take your information so that you will not get ticketed and they will also send an officer to your assigned lot to ticket those vehicles that are miss-parked.

What am I to do if I drive a different car to work and don’t have my hang tag?
If you drive a different vehicle that is not registered and you do not have your hang tag, park in your assigned lot and call Dispatch at ext. 6005. The dispatcher will take your vehicle information and mark it on a log. If you get ticketed for not having a permit, bring the ticket to the Dispatch Office in the Campus Center, let them know you drove a different vehicle and that you called; the Dispatcher will have the ticket voided.

What do I do if I buy a new vehicle or get rid of an old one?
If you acquire another vehicle or get rid of a vehicle that is currently registered, please fill out a “Vehicle Registration Form” with the correct vehicle information and send to the Department of Safety Office at Suite 3026. Your vehicle information will be updated. Please remember to take your hang tag out of the vehicle you are getting rid of as it can be transferred to your replacement vehicle. The form can be found at:

Can I get another hang tag for a second vehicle?
No, employees are only assigned one hang tag and it is the employee’s responsibility to move that hang tag to the other vehicle if driving it to campus. The only exception to this is if spouses both work on campus and each register a vehicle.

If a visitor or guest comes to campus to visit me, where are they to park?
During regular business hours, visitors are expected to park in the Visitor lot (lot VV). There is a section pertaining to visitors coming to campus listed on page 5 of the Traffic Code. Please review that section for more information; link is listed on reverse side.

If I have heavy items to carry or unload, can I park in a closer or different lot?
You can pull in to a different lot (one closer to where you work), put your four-way flashers on and load/unload your items. You can temporarily park to load/unload with your four-way flashers on for up to 15 minutes.

Can I change my assigned parking assignment?
Unfortunately we do not have the manpower to manage waiting lists for over 700 employees. We ask that you park in your assigned lot and cooperate with the parking rules and regulations established for the campus.