

“FREQUENTLY ASKED QUESTIONS” Employee Parking at Messiah College

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. An exception to this is 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 assigned parking lot is full, park in the TT lot and then contact Dispatch at ext. 6005 (or 691-6005). The dispatcher will take your information in the event you are cited for the parking violation and will send an officer to your assigned lot to ticket those vehicles that are in violation of the Messiah College Traffic Code.

What am I to do if I drive a different car to work and do not have my hangtag?

When you drive a different vehicle that is not registered and you do not have your hangtag, park in your assigned lot and call Dispatch at ext. 6005. The dispatcher will log your vehicle information; should you be ticketed for not having a permit, please bring the ticket to Dispatch Services in the Eisenhower Campus Center, let them know you drove a different vehicle and that you called in that day; the Dispatcher will have the ticket voided.

What do I do if I buy a new vehicle or sell a previous vehicle?

If you buy another vehicle or sell 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 at Suite 3026, and your vehicle information will be updated. Please remember to take your hangtag out of the vehicle you are liquidating, as it may be transferred to your replacement vehicle. The Vehicle Registration form is found at: https://www.messiah.edu/forms/form/364/en/employee_vehicle_registration

Can I get another hangtag for a second vehicle?

No. Employees are assigned one hangtag and it is the employee’s responsibility to move that hang tag to the other vehicle when 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 to park in the Visitor lot (lot VV); please see the Messiah College Traffic Code for additional information.

If I have heavy items to carry or unload, can I park in a closer or different lot?

You may pull in to a different lot (one closer to where you work), activate your four-way flashers and load/unload your items; you temporarily park to load/unload with your four-way flashers on for up to 15 minutes.

Can I change my assigned parking assignment?

The short answer is no--We ask that you park in your assigned lot and cooperate with the parking rules and regulations established for our campus.