

2023-2024 LAGCC

Parking Process:

**Follow these steps to safely and easily
purchase your parking pass**

[Spring I 2024 Parking Permit]



Parking Permit Information

Parking Permit Type	Effective Date & Date of Sale	Price
Annual (2023 - 2024)	August 28, 2023 – August 27, 2024 Sold: Monday, July 24, 2023	\$500
Fall Session I (2023)	August 28, 2023 – December 24, 2023 Sold: Monday, July 24, 2023	\$238
Fall Session II (2023)	December 25, 2023 – February 28, 2024 Sold: Monday, November 27, 2023	\$132
Spring Session I (2024)	February 29, 2024 – June 19, 2024 Sold: Monday, February 5, 2024	\$224
Spring Session II (2024)	June 20, 2024 – August 27, 2024 Sold: TBA	\$138



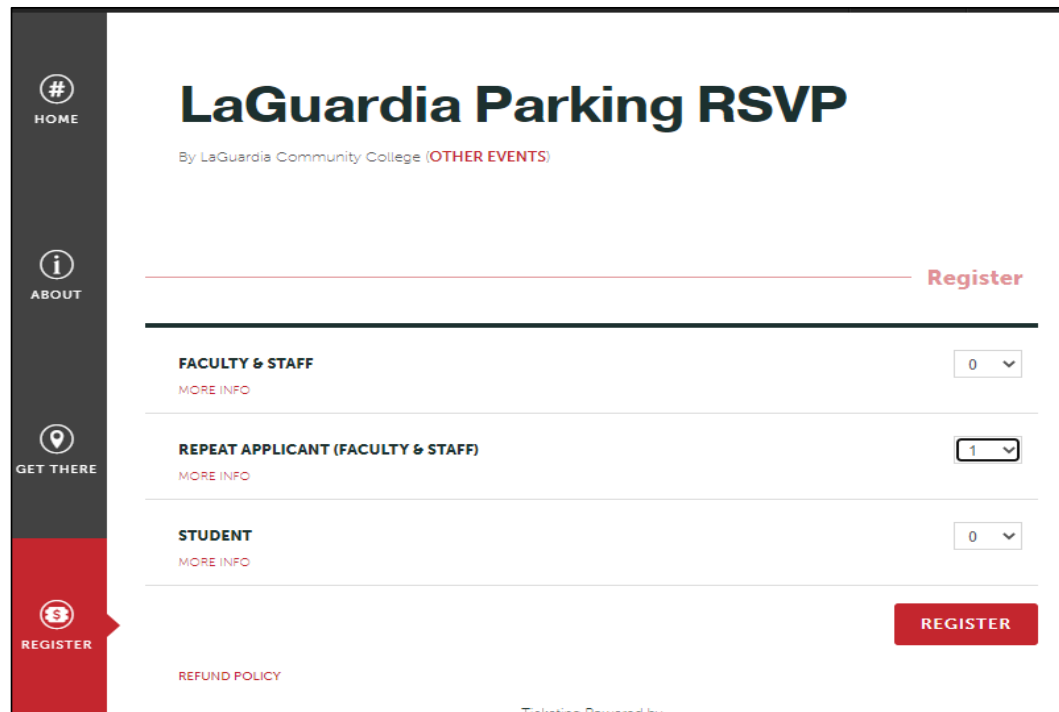
What you will need:

- **Follow the 2 Step instructions**
- **A valid LAGCC email**
- **8-digit CUNYfirst EMPLID**
- **Ticket Leap's registration confirmation number**
- **5-digit ID Access Code (at back of LAG Parking Access ID card)**
- **Parking Application Form**
- **Pay with Check or Money Order ONLY!**



STEP#1: RSVP on the Parking sale date

- **NOTE:** The Ticketleap system will go live at **10 am** on the sale date
Spring I, 2024 RSVP: [Click Here](#)



The screenshot shows the 'LaGuardia Parking RSVP' registration page. On the left is a dark sidebar with navigation icons: a home icon (#), an information icon (i), a location pin icon, and a red register icon with a dollar sign (\$) and the word 'REGISTER'. The main content area has the title 'LaGuardia Parking RSVP' and the subtitle 'By LaGuardia Community College (OTHER EVENTS)'. A red 'Register' button is positioned to the right of a horizontal line. Below this are three categories, each with a 'MORE INFO' link and a dropdown menu:

Category	Dropdown Value
FACULTY & STAFF <small>MORE INFO</small>	0
REPEAT APPLICANT (FACULTY & STAFF) <small>MORE INFO</small>	1
STUDENT <small>MORE INFO</small>	0

At the bottom right of the main content area is a red 'REGISTER' button. At the bottom left is a 'REFUND POLICY' link.

The page will look like this.
Choose your appropriate category and select 1.

Then click the red Register button.



Next...

Register



YOUR INFO

Complete the pop-up form. You will need your 8-digit CF EMPLID and valid LAGCC email address.



Registration Ticket confirmation#

Registration Complete

YOUR REGISTRATION WAS SUCCESSFULLY RECEIVED AT 7/7/21
1:31 PM

LAGUARDIA PARKING RSVP [LAGCC.TICKETLEAP.COM]

- ☐ Tue, Jun 29 2021 7:00 AM — Sat, Jul 31 2021 5:00 [Add to Calendar](#)
PM [\[lagcc.ticketleap.com\]](#)
- 📍 LaGuardia Community College Parking Lot, 45-0-
45-98 29th St, Long Island City, NY 11101

TICKET

- Repeat Applicant (Faculty & Staff), SA-2601-7884-51A

[LAGCC.TICKETLEAP.COM] DOWNLOAD TICKET [LAGCC.TICKETLEAP.COM]

Within one minute,
you will receive a
confirmation email
like this.

The site will ask you
to sign-in by
creating a password
along with your
email. **(This is
optional.)**



STEP #2: In Person Payment

SPRING I 2024 PASSES	
PAYMENT DATES:	FEBRUARY 6, 2024 – FEBRUARY 9, 2024
TIME:	9 AM – 5 PM
LOCATION:	BURSAR WINDOW, C-110

REQUIRED DOCUMENTS FOR PAYMENT:

1. Ticket Leap's registration confirmation number
2. Check or Money Order ONLY,
Payable to: "LaGuardia Community College Auxiliary Enterprises Corp."
3. 5-digit ID Access Code (at back of LAG Parking Access ID card)
4. The Completed Parking Application Form

*For new Customers Only:

The Parking Access Card ID Card will be issued to **New** Customers on premises.



Parking Application

2023 - 2024 Parking Permit Application

TO BE COMPLETED BY APPLICANT:

- Select Parking Permit Type: Annual 2023-2024 Fall I, 2023 Fall II, 2023 Spring I, 2024 Spring II, 2024

New Applicant Ticket Leap Confirmation Number:

Repeat Applicant (if license and registration information has not changed, only copy of college ID is required)

5- Digit Parking Access card ID # (first 5 digits on back of card):

* Date Form Completed:

* Name (First Name & Last Name):

* Home Address (City, State, & Zip Code)

* LaGCC Department & Extension # (Staff / Faculty):

* Telephone # (Best # to reach you):

* LaGCC Email Address:

* I am (Check One) ----->

<input type="checkbox"/> Faculty - Full-Time	<input type="checkbox"/> Faculty - Part-Time
<input type="checkbox"/> Staff - Full-Time	<input type="checkbox"/> Staff - Part-Time
<input type="checkbox"/> Student - Full Time	<input type="checkbox"/> Student - Part Time

(Students Must Clear All Stops to Be Eligible For Lottery)

*** Vehicle Information:**

	Vehicle #1	Vehicle #2
>>>> License Plate # & State	<input type="text"/>	<input type="text"/>
>>>> Year	<input type="text"/>	<input type="text"/>
>>>> Make	<input type="text"/>	<input type="text"/>
>>>> Model	<input type="text"/>	<input type="text"/>
>>>> Color	<input type="text"/>	<input type="text"/>



. You will find this application attached to Parking Pass Sale Date Notice email.

. Complete and print it.

. Bring it along with your check/money order to the Bursar Window (C-110) from 02/06/24 Through 02/09/24, between 9-5 pm to complete the purchase process.

Important notes

- Please Visit the [Parking Operations](#) Website for details.
- All Parking pass are sold on a first come first served basis.
- Once the limit is reached, you can reserve a spot on the "waitlist" via ticketleap event link.
- Only go to the Bursar's window to "Pay in Person" after you have received a TicketLeap RSVP confirmation number via email
- Only check or Money Order will be accepted.
- Your RSVP will be **VOID** and the pass will go to the next person on the "waitlist" if you do not complete the in-person parking payment process by **5pm on FRIDAY FEBRUARY 9, 2024.**



FAQ

1. Who can purchase a LAGCC Parking Permit?

ONLY Currently enrolled students and active CUNY-LaGuardia Faculty and staff.

2. Can Someone reserve a parking space for me?

Yes, the RSVP form must have your name, LAGCC email address & 8-digits CUNYfirst EMPLID#.

3. Can I ask my colleague to make the payment on my behalf?

Yes, they need to have a check/Money Order, your completed parking application form, and a copy of the front & back of your college ID card.



THANK YOU!

