

2024-2025 LAGCC

Parking Process:

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

[Spring I 2025 Parking Permit]



Parking Permit Information

Parking Permit Type	Effective Date & Date of Sale	Price
Annual (2024 - 2025)	August 28, 2024 – August 27, 2025 Sold: Monday, July 22, 2024	\$500
Fall Session I (2024)	August 28, 2024 – December 26, 2024 Sold: Monday, July 22, 2024	\$242
Fall Session II (2024)	December 27, 2024 – March 3, 2025 Sold: Monday, December 2, 2024	\$134
Spring Session I (2025)	March 4, 2025– June 20, 2025 Sold: Monday, February 3, 2025	\$218
Spring Session II (2025)	June 21, 2025 – August 27, 2025 Sold: TBA	\$136



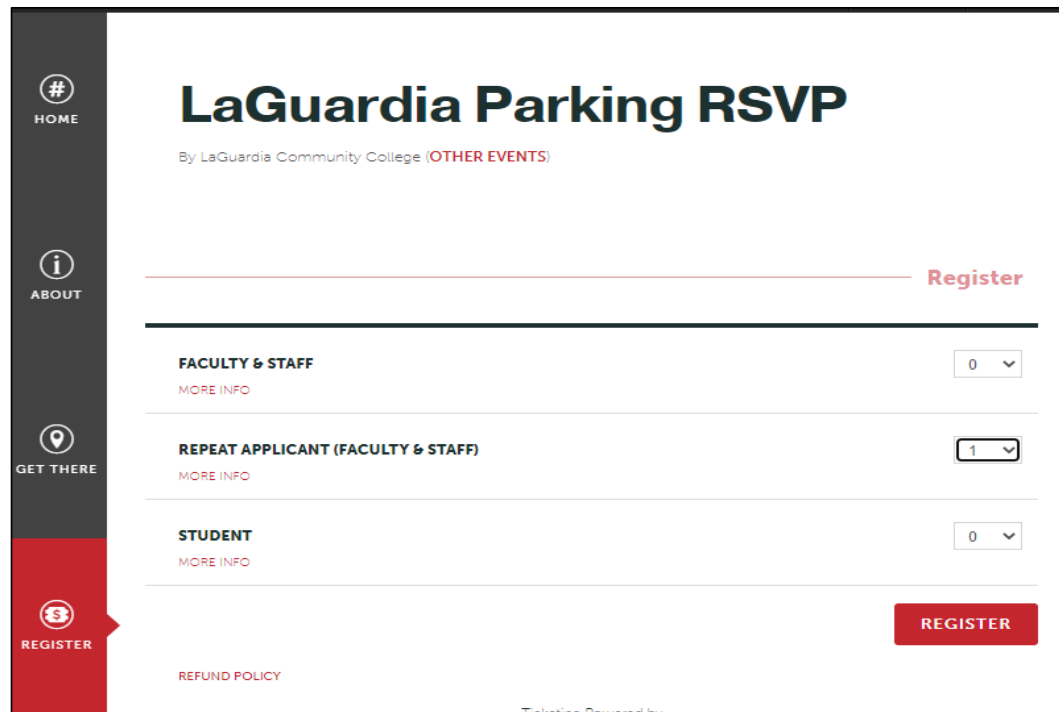
What you will need:

- **Follow the 3 Step instructions**
- **Ticket Leap's registration confirmation number**
- **Valid LAGCC Email & ID Card**
- **8-Digit CUNYfirst EMPLID**
- **Completed 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, 2025 RSVP: [Click Here](#)



The screenshot shows the 'LaGuardia Parking RSVP' registration page. On the left is a dark sidebar with navigation links: HOME (with a hash icon), ABOUT (with an 'i' icon), GET THERE (with a location pin icon), and REGISTER (with a dollar sign icon). The main content area has the title 'LaGuardia Parking RSVP' and a subtitle 'By LaGuardia Community College (OTHER EVENTS)'. Below this is a red 'Register' button. A horizontal line separates the header from the registration categories. There are three categories: 'FACULTY & STAFF' with a dropdown menu set to '0', 'REPEAT APPLICANT (FACULTY & STAFF)' with a dropdown menu set to '1', and 'STUDENT' with a dropdown menu set to '0'. Each category has a 'MORE INFO' link. At the bottom right is a red 'REGISTER' button. At the bottom left is a link for 'REFUND POLICY'.

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 2025 PASSES	
PAYMENT DATES:	FEBRUARY 4, 2025 – FEBRUARY 7, 2025
TIME:	9 AM – 4 PM
LOCATION:	BURSAR WINDOW, C-110

REQUIRED DOCUMENTS FOR PAYMENT:

1. Ticket Leap's RSVP registration confirmation number
2. LAGCC email address and ID card
3. 8-digit CUNYfirst EMPLID number
4. The Completed Parking Application Form
5. Check or Money Order ONLY,

Payable to: "LaGuardia Community College Auxiliary Enterprises Corp."



Parking Application

2024 - 2025 Parking Permit Application

TO BE COMPLETED BY APPLICANT:

- Select Parking Permit Type: ☐ Annual 2024-2025 ☐ Fall I, 2024 ☐ Fall II, 2024 ☐ Spring I, 2025 ☐ Spring II, 2025

New Applicant ☐ Ticket Leap Confirmation Number:

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

- * Date Form Completed:
- * 8-Digit CUNYfirst Emplid:
- * 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) ----->
 - ☐ [Faculty - Full-Time
 - ☐ Staff - Full-Time
 - ☐ Student - Full Time
 - ☐ Faculty - Part-Time
 - ☐ Staff - Part-Time
 - ☐ Student - Part Time

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

Vehicle #1

Vehicle #2

* Vehicle Information:

>>>>> License Plate # & State

>>>>> Year



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

. Complete and print it.

. Bring it along with your check/money order to the Bursar Window (C-110) from 2/4/25 Thru 2/7/25, between 9-4 pm to complete the purchase process.

Step # 3: Claim your Parking Access

LaGuardia Community College (Fall Session 1-2024) uses Metropolis for parking. Register today.



no-reply@billing.metropolis.io

Reply Reply All Forward ...

Thu 11/14/2024 2:06 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[CAUTION – This Email is from an EXTERNAL SENDER: 010001932c110019-e5f01c61-9a96-4b31-a6ef-b0221f274974-000000@from.billing.metropolis.io] This email originated from outside of the LaGuardia campus. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Right-click or tap and hold here to download pictures. To help



Join LaGuardia Community College (Fall Session 1-2024) on Metropolis

Welcome to Metropolis. We use drive-in, drive-out technology to get you on your way faster. Your parking access, provided by LaGuardia Community College (Fall Session 1-2024), includes:

- LaGuardia College Lot

You must register your vehicle before entering the lot. Unregistered vehicles will be subject to receiving a violation, which may include towing or booting.

Claim parking [app.metropolis.io]

Have a question? Get support [metropolishelp@zendesk.com]

Claim your parking permit on the week after the payment date by accepting the email invitation send from

No-reply@billing.metropolis.io



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 **4pm on FRIDAY FEBRUARY 7, 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 RSVP Confirmation email from Ticketleap



THANK YOU!

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