

# **2025-2026 LAGCC** **Parking Process:**

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

**[Annual 2025 – 2026 & Fall I 2025 Parking Passes]**



# Parking Permit Information

Parking Permit Type	Effective Date & Date of Sale	Price
Spring Session II (2025)	June 21, 2025 – August 27, 2025 Sold: Monday, May 19, 2025	\$136
Annual (2025 - 2026)	August 28, 2025 – August 26, 2026 Sold: Monday, July 28, 2025	\$500
Fall Session I (2025)	August 28, 2025 – December 26, 2025 Sold: Monday, July 28, 2025	\$242
Fall Session II (2025)	December 27, 2025 – March 2, 2026 Sold: TBD	\$132
Spring Session I (2026)	March 3, 2026 – June 19, 2026 Sold: TBD	\$218



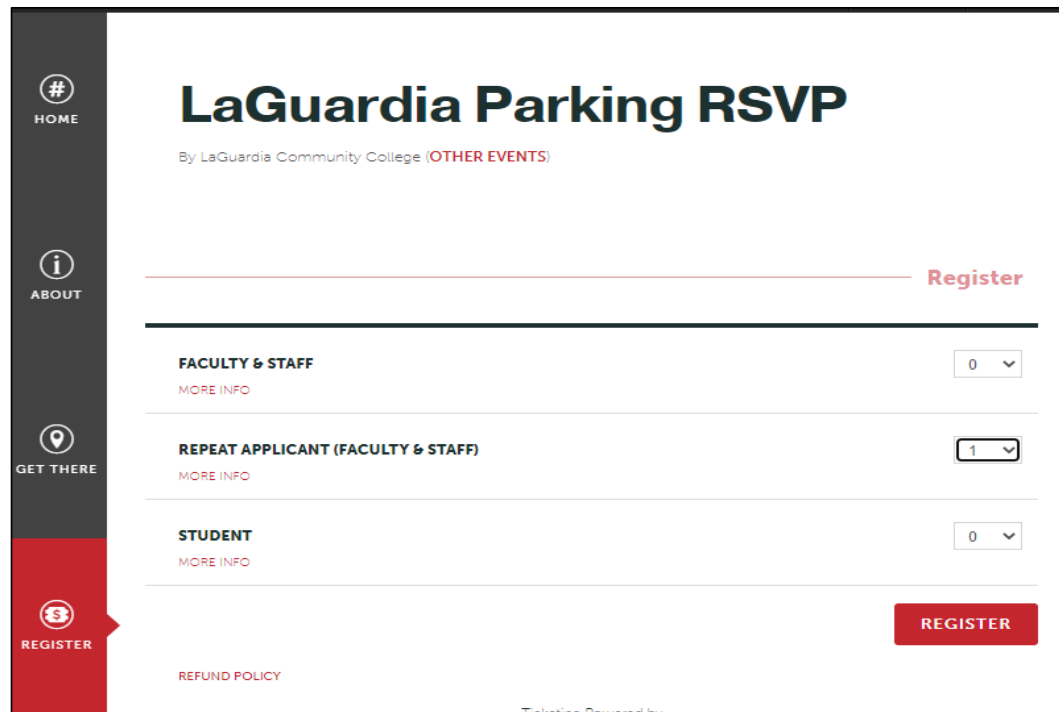
## **What you will need:**

- **Follow the 3 Step instructions**
- **Ticket Leap's registration confirmation number**
- **A 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  
Annual 2025 – 2026 RSVP: [Click Here](#)  
Fall 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 and highlighted in red). The main content area has the title 'LaGuardia Parking RSVP' and a subtitle 'By LaGuardia Community College (OTHER EVENTS)'. Below this is a horizontal line with a red 'Register' button on the right. The registration form consists of three sections: '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 section has a 'MORE INFO' link below it. At the bottom right of the form is a red 'REGISTER' button. At the bottom left of the form 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

ANNUAL 2025-26 & FALL I, 2025 PASSES	
<b>PAYMENT DATES:</b>	BETWEEN JULY 29 – JULY 31, 2025
<b>TIME:</b>	9 AM – 4 PM
<b>LOCATION:</b>	BURSAR WINDOW, C-110

### **REQUIRED DOCUMENTS FOR PAYMENT:**

1. Ticket Leap's 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)

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 #1

Vehicle #2

### \* Vehicle Information:

>>>>> License Plate # & State

>>>>> Year

>>>>> Make

>>>>> Model

>>>>> Color



. 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 7/29/25 Thru 7/31/25, 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 Thursday July 31, 2025.**



# 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 from Ticketleap.



THANK YOU!

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