

Metuchen Parking Authority

Employee Evening Parking

The MPA will initiate on a trial basis a program for low cost parking permits for Metuchen employees for the late afternoon through late night parking, a time period in which several lots are underutilized.

The evening permits will be useable from 3:30 pm until 2:00 am in either the Halsey Street lot or the Penn Ave lot.

The permits will be issued quarterly at a fee of \$5.00 per permit per quarter, payable by the first business day of each quarter. Due to the low price, it is not anticipated that credit cards will be accepted for payment.

To be eligible for an employee evening permit, the holder must be employed in Metuchen on either a full or part time basis

Permits issuance will be coordinated by the MPA and employers. The employer will arrange submission of the necessary information to the MPA. This information will include:

- Name of employee receiving permit
- Home address
- Place of employment in Metuchen
- Phone number and/or email for contact
- Car identification (year make license plate)

There will be no refund for lost or cancelled permits. Permits sold during the quarterly period will cost \$5.00. Replacement for lost permits will cost \$5.00.

Employers will arrange for payment to be made to MPA on quarterly basis.

Since the availability of unused spaces during the times of evening permits is uncertain as is the amount of demand for these permits, this program will begin as a trial. Starting for the fourth quarter of 2018, 50 evening permits will be made available on a first come-first serve basis. No employer will be allowed more than 5 evening permits unless there are unclaimed permits available. During the trial, additional permits may be issued if spaces are available, and the limit per employer may be changed based on demand.