Definition:
Maryland Health and Higher Education Facilities Authority - MHHEFA owns the parking facilities located on the Johns Hopkins East Baltimore Medical Campus. Broadway Services, Inc. operates the facilities under contract with MHHEFA.

Garage Assignment and Reassignment policy refers to an individual's initial parking garage assignment and how to request a change in that assignment.

Purpose:
The intention of this policy is to describe the procedures for initial garage assignment and reassignment to a specific Johns Hopkins East Baltimore Campus parking facility.

Procedure:

Garage Assignment
The Johns Hopkins/MHHEFA parking program offers two options to authorized individuals, on-campus parking and satellite parking lots.

On-Campus Assignments
- The ID/Parking office staff will attempt to place the initial parking assignment in the closest parking facility to an individual's work location. However, these assignments are based on the current space availability within a specific garage.

Satellite (Off-site)
- The ID/Parking office staff will attempt to assign parking to the satellite lot nearest to the individual's commute. The assignment is based solely on the availability of space at the lot of choice. Because of the high turnover of space on the satellite lots, the parking office will maintain a waiting list for a lot that is currently at capacity.

Garage Reassignment
Individuals may request a change in parking assignment by filling out the Parking Reassignment Request form. Forms are found in the ID/Parking Office located in Harvey 108 or by submitting the request on-line at our web page. Parking reassignments are considered on a first come first serve basis and are based on the availability of space in the requested facility. Individuals will be notified within two business days the status of their request. The ID/Parking office will maintain a waiting list for an on-site garage that is currently at capacity.

Authorized Individuals: All Johns Hopkins East Baltimore Medical Campus Permit Holders

Excluded from the Policy: Non-permit Holders