



MONTHLY PARKING LEASE INFORMATION & REGULATIONS

The following regulations and information shall be read and adhered to by all parkers utilizing our monthly lease program.

Monthly Lease Cards are restricted to Monday through Friday normal business hour usage. (5 day lease) Monday through Saturday (six day lease). No overnight parking permitted as part of this lease agreement.

Monthly Cards will allow entrance and exit at both the College Street Garage and the Lakeview Garage.

Card shall be swiped even if gate is up on entrance (early in morning) or exit (late at night after closing). If system does not see card as having entered garage, it will not allow exit when you leave and daily fees will be assessed.

Misuse of monthly lease card such as pass back to another person shall be deemed as theft of services; your lease will be terminated, the card locked out and parking privileges in our facility rescinded.

Forgotten cards excuse will not be honored. Daily fee shall be assessed and paid.

There will be a \$25.00 fee for replacement of lost, stolen, or damaged lease cards. Normal wear and tear will be the exception.

Financial related questions regarding payments and status of account should be directed to DPW Accounting office at 862-3915. All other Lease related issues may be directed to 865-7545.