



Parking Deck Permit Application

Rental Parking Policy

- Each parking permit is issued to the individual on an assigned level in a designated area of the deck
- Permit allows parking within designated level ONLY
- Vehicles parked outside of designated area will be issued a citation
- Failure to pay citation within five (5) business days will result in cancellation of rental agreement
- Permit holder will be issued an Access Card and Level Decal
- Access Card will be activated when issued and decal must be placed on rear window, bottom left
- Report lost or stolen Access Card promptly
- Replacement/additional decals are \$3; Access Cards are \$25
- If temporary vehicle is used, a decal will be necessary for second vehicle as well
- If permanent change in vehicle occurs, notify the Parking Office immediately to avoid citations
- Spaces are leased Monday through Friday (8 am-5:30 pm)
- To cancel agreement, return permit to the Parking Office
- ONLY annually paid permits will receive a refund on a prorated monthly basis
- If there is a change in personnel, new employee should bring departing employee's permit to the office
- A new permit will be issued to the new employee
- The Parking Office is NOT responsible for lost or stolen items left in the vehicle or damage to a vehicle

OFFICE USE	
Deck : 4th Ave -- 6th Ave	
Assigned Level	_____
Access Number	_____
Decal Number	_____
Date	_____

Request for Parking Deck Permit	
Please Print Clearly	
_____ New Application	_____ Replacement (Enclose Fee)
Name _____	
Home Address _____	
City/Zip _____	
Home Phone _____	Email _____
Tag & Vehicle Information	
Tag Number _____	State _____
Make/Model _____	
Model Year _____	Color _____
Employer Information	
Employer _____	
Address _____	
City/Zip _____	
Employer's Phone _____	
Work Email _____	

LEVEL SELECTION AND PAYMENT OPTIONS	
___ Ground Floor	Level 1 @ \$30.00
___ Second Floor	Level 2 @ \$25.00
___ Third Floor	Level 3 @ City/County Employees Only
___ Fourth Floor	Level 4 @ \$10.00 (uncovered)
___ Monthly (Invoice issued on the 1 st and must be paid by the 10 th . Cancellation on the 30 th for nonpayment)	
___ Annual (Permits paid prior to January 31 st will receive one month free rental, pay for 11months in the first month of the year and get the 12 th free)	
I have read the applicable Downtown Rental Parking Deck Policy and agree to abide by the policy as set forth.	
Signature _____	Date _____