



City of Raleigh,
 Dept. of Public Works/Parking
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 Raleigh, NC 27602
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McLaurin Parking Company,
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 Raleigh, NC 27601
 (919) 833-7522
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**CITY OF RALEIGH PARKING FACILITIES
 MONTHLY PARKING PERMIT AGREEMENT
 Hours of Parking (7:00 AM to 7:00 PM, Monday to Friday)**

EFFECTIVE DATE: _____

PERMIT HOLDER NAME: _____
SURNAME FIRST INIT.

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: (_____) _____ WORK PHONE: (_____) _____

EMAIL ADDRESS: _____

EMPLOYER: _____

WORK ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

VEHICLE MAKE/MODEL/COLOR: _____	STATE: _____	LIC. TAG # _____
VEHICLE MAKE/MODEL/COLOR: _____	STATE: _____	LIC. TAG # _____
VEHICLE MAKE/MODEL/COLOR: _____	STATE: _____	LIC. TAG # _____

OFFICE USE ONLY OFFICE ONLY OFFICE USE ONLY

DECK/LOT _____ PERMIT/SWIPE CARD # _____

ACCT # _____ RATE \$ _____ PRORATE \$ _____

THE PERMIT HOLDER AND McLaurin Parking, ON BEHALF OF THE CITY OF RALEIGH, AGREE AS FOLLOWS:

1. This permit agreement is entered into between the permit holder and McLaurin Parking Co., on behalf of the City of Raleigh. The permit holder agrees that this agreement will be strictly on a month-to-month basis and may be cancelled at any time by the City of Raleigh or the permit holder by giving at least ten (10) days' notice. This agreement does not create a bailment between the parties hereto. The City of Raleigh reserves the right to manage parking in its facilities in the best interests of the City which may require some customers to be relocated to another parking facility if necessary.
2. The monthly fee associated to the permit and the terms of this agreement entitles parking from 7 AM to 7 PM Monday to Friday ONLY, exclusive of city-observed holidays and weekends.
3. Should account holder be a corporate, business, or other entity that desires to have more than one permit on its account, said account holder shall be responsible for payment, adherence to all permit agreement terms, and all penalties due to any misuse or failure to abide by the permit agreement terms of any and all users of parking permits associated with their account.
4. Monthly permit hangtags, if issued for surface parking lots or parking in a deck under the City's Tier Parking Program, must be displayed in the manner required. If you are unable to hang the permit from the rearview mirror so that it is clearly visible for inspection from outside the vehicle, contact the McLaurin Parking office for instructions. Parking privileges in City parking decks are controlled via swipe-card access permits. Permits provide access to park in the designated deck/lot Monday through Friday from 7 AM to 7 PM. Failure to comply could result in the vehicle being towed at the expense of the registered owner.
Initial _____
5. If at any time the Permit Holder wishes to temporarily park a vehicle other than those stated in Page 1 of this Agreement in the designated parking facility, the McLaurin Parking office must be notified of the vehicle description to avoid issuance of a parking citation.
6. **Permits are the property of the City of Raleigh, for the exclusive use of the assigned permit holder. Permits shall not be loaned, altered, transferred or sold.**
7. The Permit Holder shall pay to the City, through McLaurin Parking, on or before the first day of the permit period, the payment due without demand. If full payment is not received by the due date the City may, at its option, deem the permit agreement cancelled. A late fee of \$10.00 per month, per permit, will be assessed on permit account balances that are not fully paid by the 10th day of the month.
8. When there are two (2) or more inches of snow, the City will exercise reasonable efforts to clear snow, but there is no guarantee that spaces will be accessible during heavy snow.
9. Either party may cancel this permit agreement by giving notice in writing not less than ten (10) days, with or without cause. If the City receives less than ten (10) day's written notice, the permit holder will be charged the remainder of the ten (10) day period's permit fee as a handling and processing fee. **Initial** _____

10. The City of Raleigh and McLaurin Parking Co. are not responsible and assume no liability for lost, stolen or damaged property, including the vehicle(s) subject to this agreement, while parked in the City's facilities. There will be a \$10.00 handling and processing fee to replace lost or stolen permits. Damaged cards may be replaced at no charge if the damaged card is returned to McLaurin Parking's main office.

11. Permit holders shall not engage in any maintenance of vehicles, shall not deposit any debris or refuse, shall not post any signs, shall not make any alterations to the facilities, or in any other way damage the property subject to this agreement.

12. Customers parking in facilities that require an access card for entry are permitted a one-time allowance for forgotten or lost cards. In that event, the customer may choose to sign a daily ticket and leave the facility without charge ONLY WITH PRIOR APPROVAL from McLaurin Parking's main office. Otherwise, the customer agrees to pay the daily rate of the facility until the card has been found or replaced. **Initial _____**

13. Your pass-card must be swiped at the readers when entering and exiting the deck EVEN WHEN THE GATES ARE RAISED. Our system only allows a pass-card to be used for one vehicle in the deck at any given time. For example, if you use your pass-card to allow a visitor who has parked in the deck to exit and you then try to use the same pass-card to exit, the system will not allow it and a "pass-back" alarm will be registered. The gate will not rise in this case. Walking up to a reader and swiping your pass-card will not re-sync your pass-card. Our cashiers have strict instructions, as part of the revenue control procedures required by the City, to charge the daily parking rate to all cardholders whose cards will not activate the exit gates. Should your pass-card not activate the gate, you will be required to pay. Should you feel you have been charged in error, call our office and we will check the usage to see what transpired and will issue a refund, if appropriate. Please understand that our field staff has strict rules to follow to ensure revenue control integrity. As such, they do NOT have authority to bypass the basic parking rules. We respectfully ask that should you have an occasion whereby your pass-card does not work as you believe it should, simply follow the directions of our cashier staff and then contact our office for resolution. Please use every effort to have your pass-card available on exit. Per City policy, you are allowed a one-time allowance for a forgotten card. This must be approved by the McLaurin office before you attempt to exit at a cashier lane. **Initial _____**

14. Failure to comply with any of the terms of this permit agreement may result in cancellation of permit access privileges. **Initial _____**

I agree to indemnify and hold harmless the City of Raleigh and its officers, agents, and employees, and McLaurin Parking Co. and its officers, agents and employees, against any and all claims for damages to property, or injuries to any person or persons including property and employees of the City of Raleigh and McLaurin Parking Co. arising out of my negligent or willful intentional acts or omissions in connection with or arising from my use of the City of Raleigh parking facility covered by this agreement.

Signature of Permit Holder

Print Name

Date