



# DTC Parking Garage Agreement

Allows for parking in the Downtown Transportation Center Garage Only

### PERMIT HOLDER INFORMATION

Company Name: \_\_\_\_\_  
Individual Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Tax Exemption Number (for State, Government and Non-Profit entities only): \_\_\_\_\_

### VEHICLE INFORMATION

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

### DTC Parking Fees: (per parking permit)

- |  |   |
|--|---|
| <input type="checkbox"/> Monthly: \$61.90 + \$3.10 sales tax = \$65.00<br># of permits: _____ # of months: _____ | <input type="checkbox"/> Annual: \$666.67 + \$33.33 sales tax = \$700.00<br># of permits: _____ |
|--|---|

### PERMIT TERMS AND CONDITIONS

**PAYMENT:** All fees, including sales tax, must be paid fully at the time of purchase. Permits cannot be purchased in advance and are effective on the date of purchase unless permit holder is renewing an existing permit. Permits are not valid on the expiration date, and there is no grace period between expiration and renewal.

**RENEWAL:** Permits must be renewed within 5 business days of the date of expiration. If a permit is not renewed by this date and the facility is at capacity, the permit holder loses the right to renew and can request to be placed on the waitlist.

**REFUNDS/CREDITS:** If a **refund** is requested, there is a \$10 service charge per refund request. If a **credit** is requested, there is no service charge. Credit must be used one year from date of issue.

**DUPLICATE PERMITS:** There is a \$15 duplicate permit fee. For multiple month permits, the fee is \$15 per month remaining on the permit, up to the original price of the permit. This fee can be refunded upon presentation of the original and the duplicate permits. The duplicate fee refund must be requested in the same month that the duplicate permit was issued. For multiple month permits, the refund will be calculated based on the remaining months of the permit.

**PERMIT REVOCATION/TERMINATION:** Permits can be revoked or terminated for cause at any time. If the permit is revoked or terminated by the City, there are no refunds for unused portions of time. Termination or revocation for cause will be in writing to the permit holder of record.

**AUTHORIZATION TO PARK:** Purchase of a parking permit does not guarantee availability in the permitted facility. Parking spaces are available on a first-come first-served basis, and spaces may not be reserved.

Permits are only valid in the facility specified on the permit. Permits are not valid for on street parking.  
Revised 2/12/2021

**TERMS AND CONDITIONS OF PARKING**

**Permit holders must follow all posted parking signage.** Other parking restrictions may apply.

**This agreement permits parking for fully operable vehicles only.** Parking machinery, equipment, trailers or any other type of vehicle that is not approved for highway or public roadway use is not permitted. Non-operable vehicles may be towed and impounded at the owner's expense.

**Living and/or camping** in the parking facility is prohibited.

**Vehicles may not be parked or left unattended for longer than one month.** Long-term (in excess of one week) storage of vehicles is not permitted. If a vehicle is parked or left unattended in the parking facility for longer than one month, or becomes a cause for security or public safety concern, the City may tow and impound the vehicle at the owner's expense, and will not be liable for any expenses resulting from this action.

**For the purposes of major maintenance and events,** the City may restrict parking in the facility and require vehicles to move upon 72 hours' notice. Vehicles may be towed and impounded at the owner's expense if they disrupt announced maintenance or events.

**Vehicle repair cannot be done in the garage** without prior written approval from the Parks and Recreation Administrative Officer or Director. This excludes minor emergency repairs (i.e., jumping a dead battery or fixing a flat tire).

**Parking facility users are liable for repairs and cleanup costs,** plus collection costs, resulting from physical damage or littering in the parking area caused by said users. Vehicles leaking excessive amounts of fluids may be excluded from the facility.

**Violation of the terms of this agreement** may result in citations, forfeiture of parking rights or vehicle impoundment at the owner's expense.

**The City retains the right to modify the agreement** with 30 days prior written notice.

**The City will not be liable for** any loss or damage to property or injury to persons caused by any third party, acts of God, or other causes except gross negligence by the City's employees.

**ACKNOWLEDGEMENT: I acknowledge receipt of the policy set forth in this agreement and agree to abide by all terms and conditions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**PAYMENT**

Credit Card (use information below)       Check (PLEASE CALL FOR EXACT TOTAL BEFORE MAILING)

Call to pay with card over phone

Name on Card \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ 3-digit CVC \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

**\*\*\* FOR OFFICE USE ONLY \*\*\***

**Permit #:** \_\_\_\_\_      **Receipt #:** \_\_\_\_\_