



PARK Roanoke

P.O. Box 83, Roanoke, VA 24002
117 Church Ave., SW, Roanoke, VA 24011
(540) 343-0585 · (540) 342-6447 FAX
Email: parking@parkroanoke.com
www.PARKRoanoke.com

MONTHLY PARKING PERMIT APPLICATION & AGREEMENT

Start Date: _____

Accountholder's Name: _____ Social Security Number _____

Driver's License #: _____ Daytime Telephone: _____ Home Telephone: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Cellular Telephone: _____

Parker's Name (If different from above name): _____

Vehicle Make/Model/Color: _____ License Plate: _____

Vehicle Make/Model/Color: _____ License Plate: _____

Employer: _____ Employer Telephone: _____

PLEASE READ & INITIAL THE FOLLOWING TERMS, QUALIFICATIONS & CONDITIONS CAREFULLY

_____ For the purposes of this application and agreement, the terms accountholder, parker, patron, company, and person are interchangeable and have the same meaning as a person or entity. Further, the terms permit, hangtag, and key card are also interchangeable. Upon acceptance of this application and agreement, a permit for parking is established through the issuance of a hangtag or a key card.

_____ Payments are due and must be received by the 5th of every month. Accounts for which PARK Roanoke receives payment after the 5th of the month will be subject to a \$5.00 late fee per permit or access key card. Failure to pay by the 15th of the month will cause key cards to be deactivated and a reactivation fee of \$15.00 will apply. Checks returned for insufficient funds will be charged a \$35.00 per return item fee, in addition to the \$5.00 late fee.

_____ If your parking permit or space is no longer needed, notification must be submitted to the PARK Roanoke office, in writing, by 5pm on the last business day of the month prior to the first day of the effective month. If written notice is not received by PARK Roanoke by 5pm on the last business day of the month, you will be liable for parking charges for the following month. If PARK Roanoke does not receive written notice to cancel the Monthly Parking Permit, you will continue to be charged for monthly parking thereafter.

_____ A \$10.00 key card deposit will be charged the first month for each key card at account set-up. The deposit shall be refundable if the key card is returned within 30 days of cancellation of the Monthly Parking Permit provided the account is paid in full and written notice is received by the PARK Roanoke office prior to the 15th of the month. If written notice is not received prior to the 15th of the month, then the account will be ineligible for a key card deposit refund.

_____ Application for each garage or lot is subject to availability and it is at PARK Roanoke's sole determination whether such permits are available for the requested garage or lot. If PARK Roanoke determines that permits are not available for a particular garage or lot location, then no permits will be issued for that garage or lot.

_____ Account credit is only allowed in the amount less than or equal to three times the monthly rate code for your parking permit and location. Charges are not prorated for vacations, illnesses, early cancellations or other contingencies.

_____ Monthly permits are non-transferrable to another parker, resident or company. New parkers may be selected from a waiting list.

_____ PARK Roanoke reserves the right to terminate any or all monthly permits and key cards immediately for good and just cause and without incurring liability of any type to the undersigned parker.

_____ Rates are subject to change at any time by the posting of rates in the garage or on the lot or other means of notification.

_____ Any vehicle parked in a PARK Roanoke garage or lot without a current hangtag displayed on the rear view mirror facing outward will be subject to towing, ticketing, or booting at the owner's expense without notice. Garages with key card access where hangtags are not issued are exempt from this requirement.

_____ There is a \$10.00 non-refundable charge for replacement of any lost, stolen or damaged hangtag or access key card.

_____ Only vehicles identified on this application for reserved parking are permitted to park in spaces designated as "reserved parking." All other vehicles parked in reserved spaces are subject to towing, ticketing, or booting at the owner's expense. Reserved parking spaces are valid only from 6:00 a.m. to 6:00 p.m. Monday through Friday, excluding holidays.

_____ Reserved space parkers must park in their designated reserved parking space from 6:00 a.m. to 6:00 p.m., Monday through Friday, excluding holidays. All violators are subject to towing, ticketing, or booting at the owner's expense.

_____ Unreserved monthly parking spaces are guaranteed to be available only from 6:00 a.m. to 6:00 p.m., Monday through Friday, excluding holidays.

_____ Monthly parkers are prohibited from parking in areas designated as "daily parking only." All violators are subject to towing, ticketing, or booting at the owner's expense.

_____ Long term storage of vehicles is not permitted in any PARK Roanoke facility without express written permission from PARK Roanoke. Abandoned vehicles will be towed at the owner's expense. Vehicle maintenance, oil changes, car washing, etc. is expressly prohibited.

_____ Each permit is valid for one vehicle in the designated parking garage or lot, at a time. Sharing of access key cards and/or hangtags is strictly prohibited and will result in the suspension and/or revocation of parking privileges.

_____ PARK Roanoke, City of Roanoke, and Lancor Parking LLC, and their employees, agents, and representatives are not and shall not be responsible for any theft or damage to individuals, vehicles or property while in any garage or on any lot. No bailment of any type is hereby created. To reduce the chance of theft or damage, please place your personal items out of sight, lock your doors, and avoid parking in garages and/or lots alone after normal business hours. All parkers park at their own risk at all times and assume the risk of any injuries and damages.

_____ The undersigned parker understands that all PARK Roanoke and City owned garages and lots are "Non-Smoking."

_____ The undersigned parker agrees to be responsible for any towing charges for any vehicle covered by or using the parking permit or access key card. The undersigned parker further agrees to pay for any ticketing and/or booting charges that may be issued for any vehicles covered by the parking permit or access key card. Such ticketing, booting, and/or boot removal charges may be set by the City Manager from time to time.

_____ The PARK Roanoke manager shall enforce this Agreement in the City of Roanoke ("City") owned and/or operated parking garages and lots. The City Manager may take such further actions and/or adopt policies and procedures to implement, administer, and enforce this Agreement. The undersigned parker agrees to comply with any such policies and procedures, a copy of which will be provided to the undersigned parker by regular mail or by email.

I CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND AND AGREE TO THE TERMS, QUALIFICATIONS AND CONDITIONS ABOVE AND TO PAY THE POSTED RATE. I HAVE BEEN GIVEN THE OPPORTUNITY TO ASK QUESTIONS AND TO HAVE THEM ANSWERED BY A PARK ROANOKE REPRESENTATIVE.

Accountholder's Signature: _____ Date: _____

Parker's Signature (If different from above): _____ Date: _____

Witnessed or Received by: _____ Date: _____