



# 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@roanokeva.gov  
www.roanokeva.gov/PARKRoanoke

## 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.

\_\_\_\_\_ A \$10.00 key card deposit will be charged the first month for each key card at account set-up. The key card deposit shall be refundable within 30 days of cancellation of the Monthly Parking Permit provided a minimum 10 business day advance written notice is made for the deposit refund, the account is paid in full, and the key card is returned. If a minimum 10 business day advance written notice is not made, 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.

\_\_\_\_\_ If your parking permit or space is no longer needed, notify PARK Roanoke, **in writing, by the 15<sup>th</sup> of the month prior** to the month that you no longer need parking. If written notice is not received by PARK Roanoke by the 15<sup>th</sup> of the preceding month, you will be liable for parking charges for the following month. If PARK Roanoke does not receive a written notice to cancel the permit, you will continue to be charged for monthly parking thereafter.

\_\_\_\_\_ Credit is not allowed and 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: \_\_\_\_\_