

1. Parking Permit

A. A lost or stolen parking permit should be reported as soon as possible.

2. Conditions For Use of a Parking Permit

A. A parking permit authorizes the holder to have only one of the vehicles listed on the application in the garage at any given time.

B. Owners of more than one vehicle or members of car pools may, therefore, use a single permit for more than one vehicle as long as each one has been listed and only one vehicle is parked in the garage at any time.

C. If two members of a car pool drive two vehicles on the same day, only one car pooler will be permitted to use the parking permit. The other car pooler must pull a ticket and park in Visitor Parking and must pay for parking at the current daily rate.

D. The permit holder is responsible for updating the parking office of any changes regarding license number, address, email address, or mobile number.

E. Any parker found to be misusing their parking privileges (Example, but not limited to: passing the permit to another individual) will be subject to termination of privileges.

F. Failure to properly register your car or misuse of parking spaces may subject your car to towing.

G. Long term storage of vehicles, properly registered or not, is not permitted without the prior written consent of LAZ Parking. Special Rates apply for overnight storage.

3. Procedures When you Forget Your Permit

A. If the monthly parker is without their parking permit, a ticket should be pulled to enter the parking deck. You will be granted a one time exit without charge. The parkers name and permit number will be logged and a follow-up check of the permit use history will be performed. Any person found to be misusing their parking permit will be subject to termination of parking privileges.

4. Parking Garage Procedures

A. Follow directional signs throughout all levels of the garage.

B. Use your parking permit to both enter and exit from the facility. **DO NOT TAKE A TICKET TO ENTER THE GARAGE.**

C. The parking access system will not allow passbacks or multiple exits. Garage access credentials must be used in sequence - only one entrance and one exit are allowed per cycle. Unlimited cycles are allowed daily.

D. Overnight storage of a vehicle is not permitted without the prior consent of LAZ Parking.

E. **PARKERS WHO ARE OBSERVED DRIVING THE WRONG WAY WILL BE GIVEN ONE WRITTEN WARNING. FUTURE VIOLATION MAY RESULT IN TERMINATION OF PARKING PRIVILEGES.**

F. A speed limit of 5 mph will be monitored by Parking Personnel and Security Officers: violations will be issued.

G. Parking is not allowed in RESERVED, HANDICAP PARKING OR IN NO PARKING ZONES unless authorized to do so.

H. **PARKING IS ALLOWED BETWEEN THE LINES IN ONE SPACE ONLY. PLEASE DO NOT PARK IN CROSSED OUT AREAS OR SOLID PRINTED AREAS AT STAIRWELL ENTRANCES.**

I. Please deposit trash in containers located at each elevator station.

J. Any accident occurring in the garage involving damage to vehicles or personal injury should be reported to the Local Police (911).

K. LAZ PARKING is not responsible for theft, damage, loss of vehicles or items contained within the vehicle while parked on the premise. Damage or theft to any vehicle is the sole responsibility of the vehicle's owner.

L. Any parker receiving three (3) or more violations will be subject to termination without further warning. Violations are given for using two spaces, driving the wrong way, speeding or any other reasons at the discretion of the Parking Manager.

M. Unidentified vehicles. A citation will be left on the windshield. A response is required the following day to ensure identification.