

# Downtown Discount Parking Program

**For Service, Retail, Restaurant and Hospitality (Industry) Employees in Downtown Columbus**



## TERMS AND CONDITIONS

1. To qualify for the Downtown Discount Parking Program, participants must show adequate proof of gainful employment (hourly) in the service, retail, restaurant or hospitality industries within the downtown Columbus area upon request of the City of Columbus or their designated representative.
2. This is a temporary program and this contract may be terminated by the Division of Mobility and Parking Services for any reason. The Division (or the designated program manager) will provide a termination notice at least thirty (30) days prior to the termination effective date.
3. Qualifying participants will pay \$60 per access card per calendar month in advance to the designated payee for access to one space in a participating garage on a first-come, first-served basis. Payments are due on the first of each month and must be made by the end of business day on the fifth of each month or access cards will be remotely canceled. Monthly use fees cannot be prorated and are non-refundable. Initial payment is due upon the program's acceptance of this registration form.
4. Qualifying participants will be responsible for picking up their access card from the program manager (location/times are specific to the selected parking facility). Access cards are available for immediate use.
5. Participants agree to return the issued access cards to the program manager upon termination of participation.
6. Qualifying participants shall provide their full name, primary phone number and email address upon the request of the Division of Mobility and Parking Services or program manager.
  - a. Qualifying participants must make payments monthly to ensure their access cards are not deactivated.
  - b. If an access card is deactivated for nonpayment, it may take up to three business days to reactivate the card, meaning parking privileges will be suspended during that time and the participant must pay the posted daily rate. Participants will also be subject to a \$20 reactivation fee to be paid prior to reactivation.
7. Participants agree to be responsible for access cards. Participants are required to promptly report a lost or stolen access card so that it may be deactivated. Replacing a lost or stolen access card will require payment of a \$20 lost card fee prior to replacement.
8. Each access card will grant the participant access to the designated parking garage from 6 a.m. to 5 a.m. seven days a week.
9. The Division of Mobility and Parking Services does not guarantee parking space availability. Access card holders must remove their vehicles from the garage facilities by 5 a.m. every day or begin to incur charges at regular garage rates.
10. Employees must use their access cards to enter (pulling tickets is not allowed and is considered a violation of contract rules) and exit the garage (including if the arm at the gate is in a raised position). If employees do not use their access cards to enter the garage, the system may not allow them to exit the garage using their cards.

The system may also restrict access upon the next entry into the garage. Any employee trying to exit without an entrance will be in violation and will be charged the maximum daily parking rate.
11. Employees must park in non-reserved public parking spaces. Parking is not guaranteed and is subject to the availability of public spaces on a first-come, first-served basis.
12. Employees may only use access cards during working shifts for their verified employer. This program is not to be used for personal use during non-working shifts; doing so will be considered a violation of the contract.
13. Parking garage height restrictions are identified at the entrance to each facility. It is the responsibility of the vehicle owner to know the height of their vehicle. The following vehicles are not permitted in the garage, even if they meet the height restrictions: cargo vans, service body vehicles, trucks with headache racks installed and motorcycles.
14. Parking garages are subject to video surveillance. However, the Division of Mobility and Parking Services and the program manager are not responsible for any theft or damage resulting from parking within a participating facility. The Division is not responsible for damages or losses incurred by participants in the Downtown Discount Parking Program.
15. The program manager will be monitoring the garage access cards and reserves the right to revoke parking privileges at any time. Examples of incidents leading to revocation include but are not limited to: the access card holder failing to adhere to this agreement, parking access cards being used dishonestly or not for their intended purpose, vandalism of property and the Division of Mobility and Parking Services determining that the program no longer continues.
16. Any instances of excessive trash or any damages to the garage building infrastructure, overhead structures or related equipment will be investigated and communicated to participants and appropriate charges may be assessed to the responsible parties.
17. Occasionally, it may be necessary to conduct maintenance in the parking garages that could impact availability of some areas of the garage. We will endeavor to make participants aware of these instances when possible. During these times, you may be required to park in designated areas.
18. Facility access cards are the property of the program and may not be distributed, sold for profit, traded, given or loaned to any individual (i.e., a roommate, friend or relative) without written authorization from the program manager. Sharing access cards is not allowed, nor is using the access card to let another vehicle in or out of the parking facility. If a participant is found to have provided entry or exit to the parking facility to another individual, their participation in the program will be terminated immediately and access to the facility will cease. If an access card is lost, it must be reported immediately, and the participant will be charged a \$20 replacement fee.

**I verify that I have read and accept the rules of contract.** \_\_\_\_\_ (initials)

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The participant's signature on this page indicates understanding and acceptance of the terms and conditions.

## BUSINESS / EMPLOYER INFORMATION *(Please Print)*

BUSINESS OR EMPLOYER NAME

EMPLOYER — MANAGER NAME

EMPLOYER — MANAGER PHONE NUMBER

## APPLICANT INFORMATION *(Please Print)*

LAST NAME

FIRST NAME

PHONE NUMBER

EMAIL ADDRESS

CITY

STATE

ZIP CODE

Applicant Signature or Electronic Signature *(I agree my electronic signature represents my valid legal signature and consent)*

SIGNATURE:

DATE:

## PARKING LOCATION *(Please Select One)*

PARKING FACILITY NAME

ADDRESS

☐

4th & Elm Garage

78 N. 4th St.

☐

RiverSouth Garage

232 S. Front St.

☐

Starling Street Garage - North

377 W. Capital St.

☐

Astor Park Garage

101 Columbus Crew Way

## PROGRAM MANAGER *(Business Use Only)*

VERIFIED BY

*(Applicant's Manager's Name)*

MANAGER VERIFICATION DATE

ACCESS CARD NUMBER

DATE PAID

PROGRAM MANAGER  
APPROVAL NAME

PROGRAM MANAGER  
APPROVAL DATE