



Monthly Parking Agreement

Lessor: City of Greenville Parking Services

Lessee:	Account Number:
Address:	Parking Facility:
City: State: ZIP:	Monthly Rate per Space:
Phone Number:	Access Card/Hang Tag:
Email:	AVI Tag:

The Lessor hereby agrees to rent to the Lessee parking space(s) in the above parking facility.

- 1) Monthly leases are based on the calendar month and lease fees are payable accordingly. Two months of lease fees are required to open an account. Lease fees will be pro-rated at the inception of the lease only. The full monthly amount is due if paid through the 14th of the month. On the 15th through the end of the month, pro-ration is at 50% of the total monthly fee.
- 2) Payment is due on or prior to the first (1st) day of the month. If payment is not received, a late fee totaling 10% of the outstanding balance will be added and your card will be disabled. If your card is disabled, you must pay the daily parking rate in order to exit the garage. The fee will not be applied toward the balance and No Refunds will be given for the parking fees.
- 3) Monthly parkers shall receive an access card or parking hang tag for each parking space permitted under this month to month agreement. The monthly parkers shall not lend, sell, sub-lease, transfer or otherwise allow other persons to use their access card or hangtag.
- 4) All Vehicles parking in the City of Greenville Parking Services surface lots require the hangtag to be prominently displayed. Failure to display a valid hang tag may result in a parking citation of \$35.00 for each day the payment is past due.
- 5) An access card (License Plate Recognition) or hang tag allows one (1) vehicle to park in the authorized facility at a time. Access is programmed to allow a vehicle to enter (ingress) and exit (egress) the facility in sequence. While a card can be used numerous times in a day, failure to use it as outlined above will cause the card not to register properly and ingress or egress will be denied.
- 6) Accounts must be closed or canceled by 5:00 pm on the 3rd business day of the month, with the access card physically returned to the Parking Services Office located at 516 Rutherford Street Greenville SC 29609. Failure to do so will result in forfeiture of the 2nd month payment initially made. If the access card or hang tag is not returned, a \$25 card fee will be charged.
- 7) The City of Greenville shall not be responsible for loss, damage to property or personal injury as a result of parking at the above location. Any vehicle left in the garage longer than 72 hours is subject to being towed at the owner’s expense. The undersigned waives, release, and covenants not to sue City for damages to property and/or personal injury, including death, resulting from your use of the parking garage, unless same are caused by the gross negligence and /or willful misconduct of the City.
- 8) No Trailers are allowed in any of our parking garages. If this is violated and damages occur in garage, the monthly parker will be liable for the damage.
- 9) Both parties expressly agree to the terms and conditions of this lease, and the Lessee agrees to abide by all parking rules and regulations.

Dated this day of

Signature:

For Office Use:			
Date Issued	Card #	Account #	Issued By
Posted Deposit	Fees	Notes	



Parking Permit Vehicle Registration

PLEASE PRINT CLEARLY

Name:

Current Access Card/Hang Tag Number:
(Required only if updating record)

Address:

City: State: Zip Code:

Phone:

Email:

Employer:

Tag #	Make	Model	State	Year	Color
Tag #	Make	Model	State	Year	Color
Tag #	Make	Model	State	Year	Color

I hereby certify that the above information is true, correct and complete as of the date of this submittal. I understand that if any information should change that I shall amend or supplement this application within five business days of the change.

Signature

Date

Office Use Only

Date Entered: Account Number: Parking Facility: Entered By:
Access Card/Hang Tag: Sticker: