



Parking Garage Permit Agreement & Application

Definitions:

This Parking Garage Permit Agreement (“Agreement”) is issued by the City of Santa Rosa (“City”) to the recipient of the Permit (“Permit Holder”) as holder of an Access Card for parking privileges.

Terms & Conditions:

This Agreement shall continue in force through the last day of the month for which Permit Holder has paid the monthly Permit fee. Permit holder shall provide necessary information upon request by the City, or the City’s employee and/or agent, to confirm Permit holder’s personal use of the Access Card. Permit holder is responsible for updating all information changes, including name, address, telephone number, and vehicle license plate information. This can be done by email to srparking@srcity.org; fax to (707) 543-3317; or mail to Finance Department, Parking Division, 90 Santa Rosa Avenue, Santa Rosa, CA 95404. Failure to comply fully with a request for necessary information may result in immediate cancellation of this Permit. **Permit holder must park on the level authorized by his/her Permit between the hours posted in each garage, regardless of whether he/she uses an Access Card or pays cash.**

Initial Application:

Initial application must be made in person at: Finance Department, Parking Division, 90 Santa Rosa Avenue, Santa Rosa, CA 95404. *Persons with disabilities will be allowed to mail in applications for parking Permits as a reasonable accommodation.*

Renewal:

This Agreement is renewable by payment of the monthly Permit fee on or before the 23rd day of the month in which the Permit expires. Payment may be made by automatic credit card payment, by mail, or in person at Finance Department, Parking Division. When the renewal deadline falls on a City holiday, the deadline will be the following business day. Failure to maintain continuous renewal may result in Permit being sold to the next available individual on that Garage’s waiting list.

Termination:

Permit Holder may terminate this Agreement by returning the Access Card. Failure to remit Permit fees may result in that Access Card being terminated on the first day of the month following non-payment. Access Cards are the property of the City and shall be returned upon termination of the Agreement. The City will not make any refunds or prorations. The City may terminate this Permit by written notice mailed to Permit Holder or upon published closure of the subject Garage. Permit holder acknowledges that the City is not obligated to relocate Permit Holder upon notice of termination of this Permit or closure of the subject Garage.

Rates & Fees:

Current rate and fee schedules are available online at: www.srcity.org/parking; or at Finance Department, Parking Division, 90 Santa Rosa Avenue; or by calling (707) 543-3325. A replacement fee of \$15 will be charged for each lost or stolen Access Card.

Use & Display of Permit:

The Permit is for the sole use of the registered Permit holder and is non-transferable. This Permit authorizes Permit holder to park for up to three (3) days in the Garage for which the Permit was issued. Parking longer than 3 days may result in a citation, or the vehicle being towed. The Access Card must be used to enter AND exit the Garage each time. Taking a ticket from the dispenser shall result in payment of the posted parking fees.

The Permit is specific to a Garage and level(s) within the Garage. Each Garage is posted with the location of the Non-Reserved Permit areas. Failure to park in the designated areas may result in the issuance of a parking citation and/or the revocation of the Permit. All parking privileges are subject to the availability of a parking space on a first-come, first-served basis and at the Permit holder’s risk. It is unlawful for any person to park or leave standing any vehicle registered in his name or operated or controlled by him at a City off-street parking facility in excess of the posted time limit, or 72 hours if not posted (City Ordinance 11-46.060 Overtime Parking Prohibited)

Acknowledgment:

By accepting the Access Card, Permit Holder acknowledges that the City of Santa Rosa, as licensor, is not responsible for fire, theft, damage to, or loss of said vehicle or any articles left therein. Only a license is granted hereby and no bailment is created. Permit holder has read, understands, and shall comply with the terms and conditions of this Permit. Furthermore, Permit Holder shall comply with the directives posted in the parking Garages (such as no parking, red curb areas, disabled parking, parking between the lines, small/compact car only, speed limits, directional flow, and stop signs). All other rules and regulations apply.



Monthly Garage Permit Application

Garage: D Street (#9) 1st Street (#12) 5th Street (#3) 7th Street (#1) 3rd Street (#5)

Account Type: Business Individual

SECTION 1: Account Information

Company/Name: _____

Address: _____ City/Zip: _____

Contact: _____ Phone: _____

E-mail: _____ Fax: _____

SECTION 2: Access Card Holder(s) Information

Full Name: _____ Access Card#: _____

Vehicle #1 – Make: _____ License Plate Number: _____

Vehicle #2 – Make: _____ License Plate Number: _____

Full Name: _____ Access Card#: _____

Vehicle #1 – Make: _____ License Plate Number: _____

Vehicle #2 – Make: _____ License Plate Number: _____

Note: Access Cards cannot be activated until a vehicle license number is given.

I HEREBY ACKNOWLEDGE RECEIPT OF THE MONTHLY ACCESS CARD AND PERMIT AGREEMENT. I AGREE TO ALL TERMS AND CONDITIONS SET FORTH IN SAID AGREEMENT.

Signed: _____ Date: _____

Office Use Only		Processed By: _____	Date: _____
Garage: _____	Acct# : _____	Permit Type: <input type="checkbox"/> Non-Reserved	<input type="checkbox"/> Reserved # _____