

Monthly Parking Terms & Conditions

1. Obtaining a Parking Permit

- A. A Monthly Parking permit may be obtained by the company administrator or an individual by registering online at <https://www.parkeps.com/monthly>. Applicants must complete the application, identifying each vehicle to be used by the parking decal/hangtag/card holder. All of the required form information must be furnished for each vehicle listed.
- B. A payment method must be established before a parking permit will be issued.
- C. A lost or stolen parking permit should be reported as soon as possible. A replacement permit fee will be assessed, and a new permit will be assigned.

2. Parking Permit Use Conditions

- 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 may use a single parking permit for all registered vehicles. Both vehicles must be registered at www.parkeps.com/monthly, and only one vehicle may be parked in the facility at any given time.
- C. If two members of a carpool drive two vehicles on the same day, only one carpooler will be eligible to use the parking permit. The other carpooler must pull a ticket and park in Visitor Parking and must pay for parking at the current daily rate.
- D. The parking permit holder is responsible for updating any changes regarding car type, license plate number, address, employer or telephone number online by re-registering their vehicle.
- E. Any parker found to be misusing their parking privileges (Example, but not limited to passing the parking permit to another individual or using your parking permit to scan out another parker) will be subject to termination of privileges.
- F. Parking gate permits work on a system: one entry to one exit. Permits cannot be scanned out of the facility without being scanned in and cannot scan into the facility without being scanned out. (Example, an access card holder may not use his/her card to let someone else into or out of the facility or else the card holder will be prompted to pay a fee to exit, or will be unable to enter the garage without pulling a ticket.
- G. Failure to properly register your vehicle or misuse of parking spaces may subject your vehicle to immobilization or towing.
- H. Long term storage of vehicles (vehicles parked more than 12 hours per 24-hour period) must be properly registered with Executive Parking Systems, either by mail, email or other written consent.
- I. Parking with a parking permit constitutes an agreement to be billed on a monthly basis, continuing until the parking permit holder discontinues it with written notice to Executive Parking Systems or until such time as the permit holder violates the terms of this agreement.

3. Parking Permit Payments

- A. Credit cards will be run on the 1st of every month. All checks (personal and third party) and other payments should be made payable to Executive Parking Systems and must note the account number (found on your invoice) on the check.
- B. Payment for monthly parking is due on the 1st of each month. Payment is considered late after the 5th and parking privileges are suspended on the 10th. If the 1st or 10th falls on a Saturday, Sunday or Holiday, payments are due the prior business day.
- C. Late fees will be assessed after the 10th day in default, depending upon the parking facility. Late fees consist of either \$10 per vehicle on the account, or 10% of the total due, and will be reassessed each 30 days the account balance is not brought current. Balances must be brought current to reinstate parking privileges.
- D. Accounts in default 60 days will be turned over to a Collections agency.
- E. A permit activation fee will be added to all new accounts, reinstated accounts, reassigned accounts, or any other time a card is assigned to a new parker, including lost, broken, or replaced cards.
- F. Refunds for parking will not be made to anyone whose parking permit has been deactivated due to nonpayment.
- G. Refunds for parking will not be made to anyone whose parking permit was not canceled, by fault of the user, prior to the billing period.
- H. All checks returned from the bank for nonpayment will be assessed a \$30 service charge.
- I. If a parker believes an error has been made on his/her account, proof of payment will be required (canceled check or cash receipt). No adjustments will be made without verification.

4. Cancellation/Termination of Permit Parking

- A. Parking may be canceled by completing the Cancellation Form on the website at www.parkeps.com/monthly.
- B. The rental for a parker's final month will be prorated on a half month basis only if a full month is not used. Parking permits turned in and cancelled by the 15th day of any month will be credited a half month. No credit for parking permits turned in after the 15th day of the month will be given.
- C. Refunds for parking will not be made to anyone whose parking permit was not canceled by fault of the account holder or permit user.
- D. Documented violations of Terms, monthly parking accounts in default, and/or validation accounts in arrears more than 30 days all qualify as grounds for termination of parking privileges and deactivation of current validations.

5. **If You Forget Your Parking Permit**

- A. If a monthly parker is without a parking permit, contact EPS immediately. We will be able to help you with entry and exit. REFUNDS WILL NOT BE GIVEN IF A TICKET IS PULLED and the standard rate is paid for by a monthly parker. Multiple infractions will not be tolerated, and any person found to be misusing their parking decal/hangtag/card will be subject to termination of parking privileges.

6. **Parking Deck Procedures**

- A. Parking at the parking facilities is for passenger vehicles only. Trailers, campers, hitches, or similar attachments are prohibited, as well as "dually" trucks are prohibited.
- B. Follow directional signs throughout all levels of the parking lot or deck.
- C. Use your parking deck parking permit to both enter and exit from the facility, even if the gate is open. Do NOT take a ticket to enter the garage.
- D. If the equipment is malfunctioning or not working as expected, notify Executive Parking or building management immediately to resolve the issue.
- E. Scan the parking permit on the reader even if the gate is already open.
- F. If a monthly parker remains in the facility outside of the specified time zone limits, said parker may be prompted for a fee to exit the facility.
- G. Parking permit holders may park overnight with written permission from EPS.
- H. Parkers who are observed driving the wrong way will be given one written warning. Future infractions will result in revoked privileges.
- I. A speed limit of 7 mph will be monitored by Parking Personnel and Security Officers: violations will be issued up to and including termination of parking privileges.
- J. Parking is not allowed in RESERVED, VISITOR, HANDICAP PARKING, COMPACT or NO PARKING ZONES unless authorized to do so. A fee may be imposed on the monthly parking account for unauthorized parking violations.
- K. Parking is allowed between the lines of one space only. DO NOT PARK IN CROSSED OUT AREAS OR SOLID PAINTED AREAS. A fee may be imposed on the monthly parking account for unauthorized parking violations.
- L. Please deposit trash in containers located at each elevator station.
- M. Any incident occurring in the garage involving damage to vehicles, personal injury, or theft should be reported to the Police (911) and the Parking Management staff.
- N. Executive Parking Systems, its respective owners, affiliates and subsidiaries and their respective shareholders, directors, officers, employees and agents and all other parties, including but not limited to this facility's owner or landlord 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 and should be reported to the police.
- O. Any parker found to have multiple infractions will be subject to termination without further warning. Violations are given for using two spaces, driving the wrong way, speeding, default payment deactivation, or any other reasons at the discretion of the Parking Manager.
- P. Unidentified vehicles/any vehicle without a current monthly parking permit are subject to immobilization and/or or tow.

Definitions

1. **Monthly Parking**-Discounted Daily Parking, in advance, for a minimum of one month. Monthly parking may allow the monthly pass holder up to 12 hours of parking per day at the designated parking facility. Overnight vehicle storage is not permitted without special permission.
2. **Daily Parking**-Parking purchased at the Standard Transient Rate for up to 12 hours per day at the designated parking facility, on a first-come, first-serve basis.
3. **Standard Rate**-The rate of cost for Daily Parking posted at the designated parking facility.
4. **Monthly Invoice**-Electronic invoice totaling an account's cost for monthly parking due. Generated on the 15th of the preceding month.
5. **Default**-Any amount that is left unpaid by the Due Date reflected on the Monthly Invoice
6. **Activation Fee**- A fee (generally \$10-\$20) added to an account for activation, reactivation, or transfer of a parking access card.
 - A. A new parker registers for a card.
 - B. A parker who suspended parking, now wishes to reinstate privileges on the same access card previously used and still in their possession.
 - C. A building employee who wishes to activate parking on a building access card they already have in their possession.
 - D. A new parker who is taking control of a previous parkers access card.
7. **Replacement Card Fee**- A fee (generally \$10-\$20) added to an account for activation of a replacement card due to the previous cards misplacement or breaking due to user error.