CITY OF CHARLESTON
TRAFFIC, PARKING AND TRANSPORTATION
612 WASHINGTON STREET, E.
CHARLESTON, WV 25301

APPLICATION FOR A REVOCABLE LICENSE TO A MONTHLY PARKING SPACE – CITY SERVICE CENTER GARAGE

A revocable license affecting the parking described and for the purpose designated below is hereby granted to the licensee herein named, subject to all of the rules, procedures and general conditions, hereinafter enumerated.

Municipal Parking Building #1_____**Monthly Parking Assigned Space** _____

Effective Date_____ Account #_____

Licensee Name _____

Work Location_____

Home Address_____

Billing Address _____

Email Address _____

Home Phone# _____ Work Phone# _____

Vehicle Plate No._____ Make_____ Model _____ Color _____

☐ (Check if applicable) I own a second vehicle and may occasionally drive it in place of the one shown above: (attach list)

Vehicle Plate No._____ Make_____ Model _____ Color _____

Rates: All spaces are reserved.
☐ **Regular $65.00***   ☐ **Upper Decks $45.00***   **All New Accounts are charged an activation Fee of $10.00**
PLEASE READ AND UNDERSTAND THE FOLLOWING RULES AND PROCEDURES:

1. Specific unmetered spaces may be reserved from 7 a.m. through 5 p.m. Monday through Friday, by paid lease on a month-to-month basis according to the rates identified above; provided, nothing herein shall preclude the Director for good cause from designating spaces as assigned or reserved at other times.

2. All fees for monthly rentals shall be paid in advance prior to the first day of the month; provided, the rental fee for the initial month of a newly activated account may be prorated based upon the date of activation.

3. An administration fee of $15.00 will be charged to any account that is delinquent past the 10th day of the month. All fees are non-refundable.

4. An administration fee of $10.00 per space shall apply for the activation of any monthly rental agreement or the replacement of any placard or decal provided to identify license or assignment of a reserved space, or in addition to any accrued late charges to reactivate an account that has remained delinquent past the last day of the month. All fees are non-refundable.

5. Nothing herein shall preclude the immediate revocation and/or reassignment of parking privileges in the event of non-payment.

6. Event parking may be provided at any city-operated lot or building at the rate of $3.00 per vehicle.

7. Card holder agrees to notify the City (in writing) of any cancellation or termination of this license, said holder shall return the parking placard to the City. Until this card is returned, billing will continue.

Parking Operations Center (304)348-8158 or parkingquestions@cityofcharleston.org
Located at the City Service Center at 915 Quarrier Street, Charleston WV 25301

8. This license permits the holder to park one vehicle at their own risk in the assigned parking garage from 7 a.m. to 5 p.m. Monday through Friday. The holder agrees to park in the assigned parking space provided by the City. The holder agrees <u>to display the assigned parking placard from the rear-view mirror of their vehicle while parking in assigned parking spaces</u> (remove the placard when driving an automobile). The placard must be placed with the building/space number showing in the windshield view.

9. Blocking stairs, elevators, and garage entrance/exit doors is strictly prohibited.

10. Swapping spaces and/or placards among license holders is prohibited. Contact the Parking Operations Center at (304)348-8158 to make a request for parking space re-assignments.

11. The management and City of Charleston uses camera and video surveillance within parking garage areas. The City of Charleston is not responsible for damage to, or theft of, any vehicle or its contents. **PLEASE LOCK YOUR VEHICLE.**

12. The license holder is required to notify the Parking Operations Center about any vehicle changes and/or changes to license plate numbers. This ensures that the customer's contact information is up-to-date in the event that the Parking System needs to contact a vehicle owner during the hours of operation.

I agree to abide by and be bound by the following **GENERAL CONDITIONS:**

- **STRUCTURES.** The licensee shall not place or construct upon, over or under the property any installation or structure of any kind or character, except such as are specifically authorized herein.

- **LAWS AND ORDINANCES.** In the exercise of any privilege granted by this license, licensee shall comply with all applicable State, municipal and local laws, rules, orders, and regulations.

- **OPERATION.** The licensee shall confine activities on the property strictly to those necessary for the enjoyment of the privilege hereby licensed, and shall refrain from marring or impairing the appearance of said property, obstructing access thereto, interfering with the transaction of business of the City of Charleston and the convenience of the public, or jeopardizing the safety of persons or property, or causing any nuisance on the property.

- **FUTURE REQUIREMENTS.** The licensee shall promptly comply with such further conditions and requirements as the City of Charleston may hereafter prescribe. The City maintains the right to block reserved spaces for garage upgrades or repairs.

- **ATTEMPTED VARIATIONS.** There shall be no variation or departure from the terms of this license without prior written consent of the City of Charleston.

By the acceptance of this license, the licensee agrees to abide and be bound by the rules, procedures and general conditions contained herein. Failure to abide by any of these rules, procedures or general conditions herein, shall subject the holder to immediate termination of this agreement by the City. I understand the City of Charleston has the right to enforce all ordinances which may include revocation of this license, issuance of a parking citation, immobilization and/or the towing of vehicles. Returned transaction fees will apply for returned checks or returned electronic payments.

SIGNATURE _____ DATE _____

Check, if applicable

☐ **I have a handicap placard or license plate and require a handicapped parking space.**
If your status changes while you are customer, contact the Parking Operations Center

☐ **Comment or Request : (based on availability) (use the back for more space)**