



PARMENTER.

CITYPLACE TOWER ACCESS CARD/ VEHICLE REGISTRATION

New Employee

Card Update

Access Card # _____

Failure to properly fill out this form and sign the parking rules on the next page will result in denial of Cityplace Tower access card request. **Access card must be in physical possession of associate, while on Cityplace Tower property.** Cards must be returned to security upon termination of employment. A \$45.00 fee is charged for lost or damaged cards.

Company

Floor Number

Employee Name (Last, First M.I.)

Employee Telephone Number

Medical Conditions (Optional): _____

Emergency Contact: _____

Name

Telephone Number

Vehicle 1

Vehicle 2

Vehicle 3

License Plate _____

Make _____

Model _____

Color _____

Supervisor Authorization

Parking Access (yes/no): _____

Access Floors: _____

Reserved Parking: _____

Access Days: _____

(List parking space # if applicable)

Supervisor's Name (Print):

Supervisor's Signature:

Security Department Official Use

Card Number

Date Issued

Access Levels

Issued By



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PARKING RULES & REGULATIONS

The following rules and regulations apply to all vehicles using the parking facilities at Cityplace Tower and are intended to ensure the safe and efficient flow of both pedestrian and vehicular traffic.

1. The speed limit is five miles per hour in the garages and ten miles per hour on the internal roadways.
2. Only cars displaying a handicap license plate or a dash card may park in a handicap space.
3. Only compact cars may park in a compact space (i.e. no portion of the vehicle may extend beyond the parking space lines for a compact car).
4. Right of way must be given to pedestrian traffic in the crosswalks.
5. Vehicles in the in the crossover areas if the garages must yield to oncoming traffic.
6. Parking on the ground level Circle Drive is limited to 15 minutes.
7. A vehicle may not be parked in the garage for more than 72 consecutive hours without prior authorization. To obtain authorization, contact Security 214.828.8802/8803 or visit the management office located on Suite 450.
8. All accidents that occur in the garage must be reported to building Security at 214.828.8802/8803.

The following actions are prohibited in the parking garages:

1. Parking in a NO PARKING area or space (diagonally striped or no painted stall lines).
2. Parking in a VISITOR, RESERVERD, or SPECIAL DESIGNATED PARKING AREA without authorization.
3. Parking in two spaces or in such a manner as to cross the lateral parking space lines.
4. Backing into a space in such a manner that requires the vehicle to exit against the flow of traffic.
5. Backing into a space in such a manner that impedes the normal flow of traffic, or that requires backing across an entry area to a garage.
6. Allowing entry or exit of other vehicles with your access card.
7. Entering or exiting the garages against the designated flow or driving against the designated traffic flow within the garages.
8. Blocking the internal driveway, pedestrian walkway or access to firefighting equipment.
9. Driving or parking in any manner which inhibits the safe and efficient flow of pedestrians and other vehicles.

Violation of the above rules and regulations will result in the owner of the vehicle being issued a parking violation notice. Receipt of (3) three violations in a (12) twelve month period will result in revocation of parking privileges for a period of 90 days. If access is gained by deception, the vehicle will be towed at the vehicle owner's expense. I acknowledge having read the above Parking Rules and Regulations and agree to comply with them. I also agree that neither the owner nor the property manager of the building and garages will be responsible for any loss or damage to vehicles due to fire, vandalism, and theft or otherwise.

Printed Name

Signature

Date