



Sunset Media Center Parking Agreement

MONTHLY PARKER / VEHICLE INFORMATION

Customer Name (Printed)	Email Address		Cell Phone #
Company Name (Printed)	Business Address / Suite #		Work Phone #
Primary Car (Make / Model)	Year	Color	License #

Parking Rules & Regulations

This agreement licenses you to park and lock one vehicle in a parking stall in a designated area of the parking facility. You park at your sole risk, upon payment of the monthly parking rate, plus a late charge if applicable. Monthly parking rate is subject to change. Only a license to park is granted hereby and no bailment is created. We do not provide guards or assume liability for criminal acts. We are not liable for fire, theft, damage or other loss to the vehicle or its contents, loss of use or any loss due to or attributable to bodily injury or death.

- Monthly rate for rental of parking space is payable one (1) month in advance and must be paid NO later than the tenth day of each month. Payments are accepted between the 1st of the proceeding month and 19th of the month. After the 19th, unpaid cards will automatically be deactivated, this agreement will automatically be canceled, daily parking rates will apply, and a late fee of 3% per invoice will be added to the monthly payment amount due. Returned checks shall also result in a \$25.00 fee. NO deductions or allowances from the monthly rate will be made for days customer does not use parking facility. **NO REFUNDS WILL BE MADE FOR UNUSED PORTIONS OF A MONTH.** Cards purchased after the 15th of the month will be prorated for the balance of the month for new tenant parkers only.
- Monthly parking cancellations need to be submitted in writing before the first of the new month.
- For accounting purposes, the monthly rental period runs from the first of one month to the first of the next month.
- A replacement fee will be required for all lost, damaged and/or stolen cards/AVI tags.
- Keycard holders should not take tickets from the ticket dispenser. If you have taken a ticket to gain entrance due to your keycard malfunctioning or misplacement, please contact the parking office for assistance. No signatures will be accepted as parking validation or payment, unless approved by parking management.
- Each monthly parker is issued a keycard that activates the parking equipment. This card is numbered, recorded and assigned to a specific parker only and cannot to be transferred or reassigned without the parking office's consent. Under no circumstances should a monthly parker render exchange or assist any other parkers or visitors to gain entrance or exit with their keycard. Monthly parking privileges will be forfeited and the keycard will be voided immediately. Furthermore, the monthly parker will be required to pay the other person's parking fees if this practice is observed.
- LAZ Parking reserves the right to collect all non-valid keycards. Customer agrees to follow the instructions of garage personnel and posted signage. All monthly parking agreements are on a month to month basis, unless stated otherwise in your lease agreement.
- LAZ Parking and Building Management cannot be responsible for contents of vehicles parked in the facility. Please do not leave keycard or other valuables in plain view. When LAZ Parking employees provide assistance (tandem, stack), please do not submit all keys. Ignition and door keys are the only keys required.
- General Garage Rules: Maximum speed limit is 5MPH. Compact stalls are for compact cars only. Park within marked stalls, "Head In" only. Observe all stop signs/speed bumps. Motorcycles are prohibited inside the garage unless previous approval has been given by Building Management. Violation of any garage rule may result in suspension of parking privileges.
- Visitor parking is designated and reserved for use by visitors only. Monthly parking violators are subject to posted daily rates.
- Handicapped stall usage is strictly monitored. Parking Enforcement routinely inspects for permit compliance.
- Please contact the Parking Office immediately when changing vehicles (i.e. new car) or deleting a keycard.
- All damage must be reported in writing to the parking office before leaving the facility. Vehicles will only be released to owners, unless an authorized release is submitted to the parking office.
- No unauthorized outside services such as: mechanical repairs, tune-ups, oil changes, window tinting, installation of phone, stereo and car alarm, washing, detailing, etc. will be allowed on the premises.
- The monthly keycard supplied entitles the assigned card holder to occupy (1) one parking space. The card must be used to enter and exit the parking garage at all times. By accepting (with or without your signature) a parking keycard, you have accepted the parking rules and regulations mentioned above. Failure to comply with the aforementioned Rules and Regulations may result in a loss of parking privileges.
- Storage of vehicles is not permitted. Vehicles left in facility over 24 hours without approval are subject to tow at owner's expense.
- This is your entire agreement, and no LAZ Parking employee may modify or waive any of its terms.

I agree to accept the monthly parking privileges and abide by the Rules and Regulations above.

Customer Name: (Signature): _____ Date: _____

For Office Use Only - Type of Request (Check One):

NEW CHANGE CANCELLATION REACTIVATION
 REPLACEMENT

Location Number _____ Keycard Number _____ Effective Date _____ Rate _____