

Add Change Delete / Monthly Parker Application

Addition <input checked="" type="checkbox"/>	Change <input type="checkbox"/>	Deletion <input type="checkbox"/>	Validation Customer <input type="checkbox"/>	Today's Date	03 02 12
Start Date			03 03 12		
End Date					
Individual Billing <input type="checkbox"/>	Company Billing <input checked="" type="checkbox"/>	Amount	Parking Location	Garage <input type="checkbox"/> Surface <input checked="" type="checkbox"/>	

#28789 AVI

Section 1 APPLICANT INFORMATION

Applicant Name MICHAEL TRAVIS	Business Phone # (644) 644-9414	Home Phone # [REDACTED]	AVI # Assigned 20700
Work Email Address 307 WES SPAINO L-1	First Vehicle Make & Model 2000 OLDS	Plate # [REDACTED]	Agency OMBUDS
Second Vehicle Make & Model	License Plate #	Additional Vehicle Make & Model	License Plate #

PLEASE READ THIS CAREFULLY

This permit allows you to park one vehicle in a designated area at your sole risk. Allpro Parking does not agree to safe guard your vehicle or assume care, custody or control of your vehicle or its contents. Allpro Parking is not responsible for fire, theft, damage or loss to your vehicle or its contents. Only a license to park is granted hereby, and no bailment is created. This is your entire contract and no Allpro Parking employee may modify or waive any of its terms.

ALLPRO & WM. GREEN TENANT PARKING AGREEMENT

1. The access card and parking privileges are being issued to the employee signing this agreement only. He/she is solely responsible for complying with the rules, terms, and conditions of this agreement. Only one access card will be issued per space. Updated vehicle information must be reported timely to the parking garage email box.
2. The access card and parking privileges are not transferable. Employees are not permitted to give their access card and/or building ID to a co-worker, friend, family member, or any other person, to gain access to the garage and/or surface lot.
3. Monthly parking charges for spaces will be \$85 per month for the garage and \$50 per month for the surface lot; however, if a rate increase is necessary, reasonable advance notice will be given.
4. A 30-day written notice is required to terminate the obligations of this agreement. Such notice must be received by the 1st of the month to be effective for the following month. Such notice must be sent to the "Parking Garage" e-mail box. The access card must be returned on the last day of parking. Employees are responsible for notifying FBMC directly to cancel their automatic paycheck deductions.
5. Payment is due (received, not postmarked) by the **FIRST** day of each month.
 - * If any payment is not received by the **FIFTH** day of the month, the card will be deactivated. A \$10.00 re-activation fee will be assessed after the first late payment. The 2nd late payment will result in a \$20.00 re-activation fee and the third late payment will result in parking privileges being terminated and the space reassigned.
 - * All payments must be received in an uninterrupted and timely manner. Mitigating circumstances (i.e. sick leave, vacation, disability, workers' compensation, etc.) will not be justification for not making a timely payment.
6. Payment may be mailed to Allpro's office, automatically deducted from a bank account, deducted by FBMC or put in the drop box in the garage. All invoices will be sent to work email addresses. Paper invoices will not be issued. Payment will still be due by the 1st regardless if an invoice was received or not.
7. A \$25 replacement fee will be charged for each lost or stolen AVI pass.
8. Employees may car pool, but the employee granted parking privileges must register it under his/her name and must be an active user of the card. He/she will be solely held responsible for ensuring that all parts of this agreement are followed and that the parking fees are paid timely. He/she may not transfer the parking space to a carpooler if and when he/she wishes to terminate this parking agreement; instead the space returns to inventory to be reassigned. He/she must register the name and vehicle information of anyone who will be carpooling with him/her.
9. If an employee is off work on an approved disability or workers' compensation claim, another employee may utilize the vacant parking space while the affected employee is out. The employee originally assigned the space will still be responsible for the monthly parking fee and for ensuring that this agreement is followed by his/her temporary parker. This special arrangement may not to exceed six months. The employee must notify the "Parking Garage" e-mail box with the name of the person who will be utilizing his/her space prior to the change.
10. When entering or exiting the garage, both the wooden arm gate and overhead chain gate must be in the raised position.
11. The speed limit in the garage is 10 mph and the traffic flow is always to the right. Please observe this speed limit and do not try to access the garage by going against the flow of traffic.
12. Do not park in any numbered spaces in the garage; these are reserved for fleet vehicles. Do not park in any handicapped spaces unless you have the proper documentation to do so. Handicap signs must be properly displayed in vehicles parked in such spaces.
13. By signing this agreement, employees parking in the garage and/or surface lot hereby agree to abide by any and all regulations pertaining to the use of the facility and further agree to park all automobiles in appropriate areas as designated by Allpro Parking System and BWC/JC.
14. Allpro, BWC and their subcontractors are not responsible for theft or damage to any vehicle while on BWC property. Vehicles should be locked and valuables should not be left in the vehicles.
15. Please direct all questions and concerns to the "Parking Garage" e-mail box.

I have clearly read and understand the above and will abide by all the rules, terms, and conditions. I understand that any violation of the above may result in the termination of parking privileges and/or subject to disciplinary action.

Customer Signature 	Date 3/2/2012
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ALLPRO PARKING

CAR POOL APPLICATION

Section 1 CAR POOLER APPLICANT INFORMATION

Name of Carpooler		Business Phone #		Home Phone #		Driver License State	
Billing Street Address			Suite #	City		State	Zip Code
First Vehicle Make & Model		License #	Second Vehicle Make & Model		License #	Additional Vehicles Make & Model	

CAR POOL INFORMATION

Section 2

Name of Person Carpooling with:	Contact Phone #

PLEASE READ THIS CAREFULLY

This permit allows you to park one vehicle in a designated area at your sole risk. Ampco System Parking does not agree to safe guard your vehicle or assume care, custody or control of your vehicle or its contents. Ampco System Parking is not responsible for fire, theft, damage or loss to your vehicle or its contents. Only a license to park is granted hereby, and no bailment is created. This is your entire contract and no Ampco System Parking employee may modify or waive any of its terms.

Customer Initials _____

ALLPRO & WM. GREEN TENANT PARKING AGREEMENT

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- Monthly parking charges for spaces will be \$85 per month for the garage and \$50 per month for the surface lot; however, if a rate increase is necessary, reasonable advance notice will be given.
- A 30-day written notice is **required** to terminate the obligations of this agreement. Such notice must be received by the 1st of the month to be effective for the following month. Such notice must be sent to the "Parking Garage" e-mail box. The access card must be returned on the last day of parking. Employees are responsible for notifying FBMC directly to cancel their automatic paycheck deductions.
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- When entering or exiting the garage, both the wooden arm gate and overhead chain gate must be in the raised position.
- The speed limit in the garage is 10 mph and the traffic flow is always to the right. Please observe this speed limit and do not try to access the garage by going against the flow of traffic.
- Do not park in any numbered spaces in the garage; these are reserved for fleet vehicles. Do not park in any handicapped spaces unless you have the proper documentation to do so. Handicap signs must be properly displayed in vehicles parked in such spaces.
- By signing this agreement, employees parking in the garage and/or surface lot hereby agree to abide by any and all regulations pertaining to the use of the facility and further agree to park all automobiles in appropriate areas as designated by Allpro Parking System and BWC/IC.
- Allpro, BWC and their subcontractors are not responsible for theft or damage to any vehicle while on BWC property. Vehicles should be locked and valuables should not be left in the vehicles.
- Please direct all questions and concerns to the "Parking Garage" e-mail box.

I have clearly read and understand the above and will abide by all the rules, terms, and conditions. I understand that any violation of the above may result in the termination of parking privileges and/or subject to disciplinary action.

Customer Signature	Date

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Start Date			End Date		
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Section 1 APPLICANT INFORMATION					
Applicant Name	Business Phone #	Home Phone #	AVI # Assigned		
Work Email Address	First Vehicle Make & Model		License Plate #	Agency	
Second Vehicle Make & Model	License Plate #	Additional Vehicle Make & Model	License Plate #	Additional Vehicle Make & Model	

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13. By signing this agreement, employees parking in the garage and/or surface lot hereby agree to abide by any and all regulations pertaining to the use of the facility and further agree to park all automobiles in appropriate areas as designated by Allpro Parking System and BWC/IC.
14. Allpro, BWC and their subcontractors are not responsible for theft or damage to any vehicle while on BWC property. Vehicles should be locked and valuables should not be left in the vehicles.
15. Please direct all questions and concerns to the "Parking Garage" e-mail box.

I have clearly read and understand the above and will abide by all the rules, terms, and conditions. I understand that any violation of the above may result in the termination of parking privileges and/or subject to disciplinary action.

Customer Signature	Date
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

BWC PARKING POLICY

Garage Assignment

It is the policy of BWC that garage parking be offered to all employees based on the current waiting list. All parking spaces are random parking and first-come, first serve with no parking permitted in the spaces designated for fleet vehicles on L6. For employees who want parking but declined during the first offering, they may request to be put back on the waiting list.

Surface Lot Assignment

Parking on the surface lot is assigned to direct reports to Chiefs. If an employee becomes eligible as a new hire, promotion to report to a chief, etc. a space will be assigned in the surface lot if a space is available. A semi-annual review will be conducted based on employee's eligibility. If at that time you no longer meet the criteria for a surface lot space – you will be offered a space in the garage. Parking on the surface lot is random parking with the exception of the entire first row and three spaces in the second row – all which are marked reserved for the Industrial Commission.

Handicapped Parking

Handicapped spaces are available on a first-come, first-serve basis. Employees are required to have handicapped plates or a placard that is placed visibly in the front windshield.

Central Fleet Pool Cars

Fleet pool cars will be maintained on the surface lot for BWC employee use. All assigned state vehicles (assigned to individuals and/or divisions) located in Columbus will be housed on the surface lot with the exception of pool vehicles requiring covered parking due to the nature of their business.

Parking Agreement

- Parking privileges and access cards are non transferable. Employees are not permitted to give their access and and/or building ID to a co-worker, friend, family member or any other person to gain access to the garage and/or surface lot.
- Payment of parking fees is the employees' responsibility and done in accordance to the parking contract. Monthly payment, including absences for any reason or duration, is required of all employees to retain their parking spaces.
- A 30-day written notice is required to terminate the obligations of the parking agreement. Such notice must be sent to the "Parking Garage" email box. The access card must be returned on the last day of parking.
- Payment is due to the Management Company by the 1st of the month. If any payment is not received by the FIFTH day of the month, the card will be deactivated. A \$10.00 re-activation fee will be assessed after the first late payment.
- The second late payment will result in a \$20.00 re-activation fee.

- The third time a payment is not received by the fifth of the month, parking privileges will be immediately terminated and the spot will be re-assigned.
- Late payments will be dissolved after a 12 month period.
- Invoices are mailed to the employees address on file. Payment is due on the first of the month regardless if an invoice is received or not. It is still the employees responsibility to make timely payments.
- All payments must be received in a timely manner. Mitigating circumstances (i.e., sick leave, vacation, disability, workers' compensation, etc.) will not be justification for not making a timely payment.
- A \$25.00 replacement fee will be charged for any lost or stolen AVI pass.
- Employees may car pool, but the employee granted parking privileges must contact the "Parking Garage" email box with the name of the person he/she wishes to car pool with. A car pool application must be filled out and put on file. It is the responsibility of the employee with the original parking privileges to ensure that all parts of this agreement are followed and that the parking fees are paid timely. He/she may not transfer the parking space to a carpooler if and when he/she terminates the parking agreement.
- If an employee is off work on approved disability

Payment Options:

- 1) FBMC – employee signs up directly with FBMC at "www.myfbmc.com"
- 2) Automatic deduction from personal bank account – email "Parking Garage" for form
- 3) Drop box in the garage – located on 1st floor by elevators
- 4) Mail directly to the Parking Management Company

State Car Assignment Parking

- Pool vehicles – if a state car is assigned to a service office as a pool vehicle – parking will be provided for that vehicle.
- Commute Cost Form - Parking is provided to employees with state cars if they complete the "cost commute" form and are not headquartered from their homes. These employees are required to come into their home office more than once a week.
- Certificate of Exemption - If an employee fills out the "certificate of exemption" form – parking is not provided for. Those employees state they are not in the office more than once a week or work from home.