

Monthly Parking Information

- ❖ Monthly parking may be obtained by individuals. A registration card must be completed in full with email address, license tag number, vehicle's make, model, year and color.
- ❖ St Paul Plaza Garage will issue an access proximity card for the person on the registration form. Only this person shall have the right to use this card.
- ❖ Lost or stolen proximity card(s) should be reported immediately.

Conditions

- ❖ A proximity card authorizes the holder to have only one of the vehicles listed on the application in the garage at any given time.
- ❖ The card holder is responsible for updating any changes regarding email, credit card information, vehicle, license number, address, employer, telephone numbers, credit card information, etc.
- ❖ Any parker found to be misusing their parking privileges will result in termination of privileges.

Payments

- ❖ Invoices will be emailed toward the end of the previous month, for the following month. Please be sure to include your email address on your registration card so your invoices and/or receipts are emailed to the correct address.
- ❖ All checks should be made payable to "Bay City Management Company." Credit cards are also accepted.
- ❖ Payment is due by the 1st of the month. Payment is considered late after the 5th and will result in deactivation of proximity card.
- ❖ Any monthly payment that is not received by us by the end of the day on the 5th of the month will be cause for the proximity card to be automatically deactivated by the system. This is automated system and there can be no exception.
- ❖ Credit Card Payments can be set up to be automatically deducted on a specific date every month or will be able to be paid via a secured connection with the link on baycityco.com (under construction currently)
- ❖ Check Payments can be dropped off with the security officer or mailed.
- ❖ Prorating of monthly charges will be done only on a half month basis.
- ❖ Refunds for parking will not be made if proximity card is deactivated for nonpayment.
- ❖ All returned checks from the bank will be assessed a \$40.00 service charge.

Cancellation

- ❖ Cancellation of parking will be on the 1st or the 15th of the month. This must be done in writing (via email).
- ❖ Proximity card(s) do not need to be returned to Bay City Management Company.
- ❖ Proximity card(s) cancelled in writing by the 15th will be credited a half month.

Procedures

- ❖ Use proximity card to enter and exit facility.
- ❖ Parking is not allowed in RESERVED OR HANDICAP SPACES, unless authorized.
- ❖ Wave proximity card in front of the sensor on the entry and exit machines so they can detect it.
- ❖ If gate does not open upon arrival, please pull a ticket to enter. Please take the ticket and contact the garage management BEFORE EXITING to resolve issues. Contact information is on baycityco.com
- ❖ Accidents occurring in the garage should be reported to the security guard, as soon as possible.
- ❖ St. Paul Plaza Garage is not responsible for theft, damage or loss of vehicles or vehicles items contained within the vehicle while parked on the premises.

Last & First Name: _____

Email Address: _____

Primary Phone #: _____ Work Phone #: _____

Company – Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home – Address: _____

Apt #: _____ City: _____ State: _____ Zip: _____

CAR 1 Tag #: _____ Make: _____ Year: _____ Model: _____ Color: _____

CAR 2 Tag #: _____ Make: _____ Year: _____ Model: _____ Color: _____

CAR 3 Tag #: _____ Make: _____ Year: _____ Model: _____ Color: _____

*Signature: _____ Date: _____

*With signature you are confirming that you read, understand and agree to the rules and regulations on page 1.

IMPORTANT:

If you have been assigned a **reserved spot, or a parking space above the P-9 gates**, please write the space # here or the space may be reassigned to another parker _____.

Office use only: MAIN or UPPER	Transponder # _____
Confirm: Activate transponder in SYS	_____
Create Customer in NetSuite	_____
Create Recurring Entry in NetSuite	_____
Create first invoice in NetSuite	_____
Set up Customer in CC Software	_____
Set up Recurring in CC Software	_____
If app: Enter into upper Garage spreadsheet	_____ Spot # _____

Credit Card Authorization for Automatic Credit Card Deduction

Type of Parking: Monthly Monthly VIP ****Monthly Off Hours**
*Circle & Initial one (\$204.00) (\$235.00) (\$90)

Type of Card: VISA MasterCard Discover American Express

Credit Card Number:

Expiration Date:
Month: _____ Year: _____

Security Code:
Located on Back: Visa/MasterCard/Discover: _____
Located on Front: American Express: _____

Name on Credit Card:

Billing Address and Zip Code:

This authorizes Bay City Management to charge the monthly parking rate chosen to my credit card on the (circle one):

28th (of prior month) 1st or 5th

day of each month.

Card Holder's Signature: _____
Date: _____

**** Monthly Off Hours** Rate is for parking on weekends and between 4pm and 9am on weekdays. If parker has car in the garage from 9am to 4pm on weekdays, the parker's credit card will be charged the corresponding daily rate.

Parking Safety Tips

- ❖ Upon leaving your vehicle, lock and leave it empty. Remove all items of value. This includes mobile phones, electronic devices, clothing, briefcases, sunglasses and even accumulated loose change. Remember the glass in your vehicle is meant to easily shatter when struck. It provides little or no protection for any valuable you leave in the vehicle.
 - ❖ If you have used your cigarette lighter or auxiliary plug, make sure you replace the lighter and close the flap on the auxiliary plug before you leave your vehicle. Failure to do so could be a sign to a potential thief that an item of value may be in the car.
 - ❖ If provided, become familiar with the locations of security cameras and/or emergency call buttons located throughout the facility. Please remember that security cameras are meant to be a deterrent, not an investigative tool.
 - ❖ Report suspicious activity or persons to the attendant or security personnel.
 - ❖ When returning to your vehicle, have your keys ready as you approach.
 - ❖ Look inside your car before you unlock the door and get in, if you are concerned for any reason, simply walk past it and find help.
 - ❖ Leave the parking space immediately after everyone is situated and seatbelts are fastened. Don't stay and write notes, balance checkbooks or talk on the phone.
 - ❖ Keep doors locked and windows up.
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Lock your vehicle and double check that the windows are tightly closed.

Do not leave anything visible.

We are not responsible for lost or stolen property.

The next time you leave your car – Leave it empty

All it takes is 10 seconds for a thief to take anything you have left sitting in your car and leave you with lots of broken glass. So when you leave your car, leave it empty!

Street Smarts

Don't learn the hard way

St Paul Plaza Garage not responsible for your vehicle or its contents.

DAILY PARKING INFORMATION

HOURS OF OPERATION

Monday – Friday 6:00 AM until 10:00 PM
Saturday & Sunday 9:00 AM until 6:00 PM

Monthly parkers have 24 hour/7 day a week access, with the use of their transponder. After hours entry is in Dark Alley. Enter Dark Alley either by Saratoga St between Charles St and St Paul Pl, or directly off of St Paul Pl adjacent to our garage.

RATES

Daily

Daily rates start upon entry into the garage. The next day's daily rates start 24 hours after entry. 24 hour parking is available in the garage. Parkers must enter garage through the main lobby of the building to pick their car up after hours.

These rates are subject to change:

- \$5.00 0-30 minutes
- \$8.00 30 minutes – 1 hour
- \$11.00 1 hour – 1 ½ hours
- \$14.00 1 ½ hours – 2 hours
- \$17.00 2 hours – 2 ½ hours
- \$20.00 2 ½ hours – 3 hours
- \$22.00 3 hours and over

Customers serving jury duty get \$11.00 off parking when showing their jury duty sticker or summons

Evening

\$5.00 If entering the garage after 4:00PM and exiting before 6:00AM.

* Normal daily rates apply if exiting after 6:00 AM.

Weekend

\$5.00 Maximum per day

Forms of payment

- Cash
- Credit Cards – Visa/MasterCard, Discover and American Express

****NO CHECKS WILL BE ACCEPTED****

UPPER/RESERVED PARKING PATRONS

- ❖ Monthly parking in the RESERVED/UPPER GARAGE, P-9 thru P-12 levels, MUST park in their assigned parking space.
- ❖ If you do not proceed to your assigned space and park your vehicle below the reserved area, you will not be able to exit the garage.
- ❖ The first offence you will be issued a **warning**. The second offense you will be charged the maximum daily rate. A log will be kept on file for each offense.
- ❖ Our computerized system electronically tracks your access proximity card for entrance and exit in the RESERVED area.
- ❖ If a parking patron, other than yourself, is parked in your assigned space, write down the tag #, park your car below P-9 and go to the security booth in the main lobby of the building. The guard will work with management to locate the owner and have the vehicle removed.
- ❖ Please keep our office informed of any and all changes as they correspond to parking (i.e. name changes, vehicle changes) especially vehicle **TAG** information, this will make it easier to contact the owners.

Security Deposit Check Request

If you are a current parker, please return this with your transponder in order to receive your Security Deposit

Name of Parker: _____

Mailing Address: _____

Mailing Address: _____

City: _____ State: _____

Signature of Parker: _____ Date: _____

For Office use only:

Transponder # _____ Returned Date: _____

Received by: _____

*Security Deposit will be written to the parking pass holder at the address noted on this within 30 days of receipt of this document.