

**DOWNTOWN SOUTH BEND, INC. (DTSB)
MONTHLY PARKING APPLICATION AND AGREEMENT**

Facility: _____ Unreserved: _____ Reserved: _____ Other: _____ Reserved Space #: _____
Name: _____ Card #: _____ Card Fee: \$10.00 Monthly Fee: _____
Fee to be paid by: Company: _____ Individual: _____ Automatic Withdrawal: N/A (If yes, please request automatic withdrawal application)

Employer: _____ Address: _____ City/State: _____ Zip: _____ Phone: _____
Home Address: _____ City/State: _____ Zip: _____ Phone: _____

Vehicle: #1 Make: _____ Model: _____ Year: _____ License #: _____ State: _____ Color: _____
#2 Make: _____ Model: _____ Year: _____ License #: _____ State: _____ Color: _____

1. Monthly parking fees are payable in advance on the first day of the month. Payments made by check or money order shall be made payable to: **City of South Bend**. There will be a \$20.00 (twenty) fee charged on all returned checks.
2. There will be a \$10.00 (ten) refundable card fee on each access card.
3. Failure to make monthly payment by the 5th of each month will result in my card being de-activated and the account may be terminated. Parker will be charged the daily rate until payment is received. A \$20 (twenty) late fee will be assessed for any payments received late.
4. No subletting or transferring of this monthly access card or parking space shall be allowed. If found, monthly parking privileges may be terminated.
5. The monthly parking card (permit) entitles parker to park only one (1) vehicle in the parking facility at a time.
6. The card must be used each time upon entering and exiting the parking facility regardless of whether the gates are in the up or down position.
7. If the following violations occur: unauthorized parking in a reserved or handicap space, parking in more than one space, parking in a space reserved for special use, parking in a designated fire lane, parking in a "No Parking" zone, unauthorized parking in loading dock area, and parking in a drive aisle. The vehicle may be ticketed, booted, and/or towed at the parker's expense.
8. If a monthly card is lost, parker must notify the garage operator and will pay a non-refundable lost card fee (\$5.00) before a replacement card is issued.
9. Parker will adhere to all posted regulatory signs and pavement markings posted in the facility.
10. The monthly parking agreement must be canceled on or before the 1st of the next month and the access card returned to the DTSB Parking office in order to not receive additional charges to your account.
11. No partial refunds or discounts of the monthly fee shall be made for cards that are used for less than an entire calendar month.
12. It is agreed that neither DTSB nor its parking facility operator shall be responsible for any contents stored within my vehicle while it is parked in the parking facility.
13. It is agreed that neither DTSB nor its parking facility operator will be responsible for damage to or the loss of my vehicle unless damage or loss is caused specifically by the actions of an employee of DTSB or its operator or equipment within this facility.
14. These provisions may be changed or altered. Notification of changes will be posted at the entrance of the facility.
15. Please mail payments to 126 East Main Street, South Bend, IN 46601 or drop in payment boxes located at the exit of each facility. If questions please call (502) 574-3817.

Signature: _____ Date: _____

<u>For Office Use Only</u>	
Account Number: _____	Entered By: _____
Effective Date: _____	Termination Date: _____