



MONTHLY PARKING AGREEMENT FORM
(PLEASE PRINT)

PARKER INFORMATION:

Last Name: _____ First Name: _____ Date: _____

Billing Address _____

City, State, Zip Code: _____

Parker Phone: _____ Email: _____

Vehicle Information: (Must include License Plate Numbers to process form)

LICENSE PLATE#	MAKE	MODEL	YEAR	COLOR

COMPANY INFORMATION:

Company Name / Address: _____

Company Contact: _____

Company Phone: _____ Email: _____

BILLING INFORMATION:

Parking Location: _____ Monthly Rate Per Space _____ Effective Date: _____

Customer Account Information: Corporate Account _____ Individual Account _____

Would you like to receive your invoice via direct mail _____ or email _____ (email address listed above)

Methods of Payment: WageWorks _____ Credit Cards _____ Check _____

OFFICE USE ONLY

Location: _____ Date ____/____/____

____ **Keycard Update** Access Card Number _____ to New Card Number _____

____ **Customer Update / Contact Info and/or Vehicle Information (Only)**

____ **Add Parker** Access Card Number _____ Hang Tag# _____

____ **Delete Parker** Access Card Number _____ Hang Tag # _____

TERMS AND CONDITIONS

1. Monthly rate for the parking space is due and payable on the first (1st) day of each month, in advance. If the monthly parking charge is not paid when due, electronic garage access devices may be deactivated. If using a lot, a monthly parking decal/hangtag will not be issued, and the vehicle will be ticketed accordingly. No deductions or allowance from the monthly parking rate will be made for days responsible party does not use location. The Customer by entering into this monthly parking agreement agrees that parking fees and charges shall continue to accrue for parking space(s) until actual written notice of relinquishment is received by Spire Parking and that neither possession of an electronic garage access device nor a decal/hangtag shall determine actual usage by Customer. _____(initial)
2. To receive full credit for terminated space rental, electronic garage access device and/or hangtag must be received by the 1st business day. To receive ½ month credit for terminated space rental, electronic garage access device and/or hangtag must be received by the 15th of the month.
3. If the parking access device is lost, forgotten, stolen or for some reason is not working, the parking Customer may come to our office that same day to receive a temporary parking pass which will excuse the parker from paying the daily parking rate. Without the temporary pass, the parker will be required to pay the amount due for parking that day. If the parker (s) is/are unable to come to our office, they may be reimbursed for parking with a Garage receipt after verification that the parking access device was not used that day and the parking account is current.
4. It is agreed that responsible parties will not leave articles of personal property of any value whatsoever in the vehicle (including but not limited to cell phone, tape/CD player, whether installed or not) and the Customer specifically agrees not to hold Spire Parking nor the garage/lot owners responsible for any damage resulting from the loss, theft or damage to articles of personal property left in the vehicles in violation of this agreement.
5. Parking location cashiers and attendants are not authorized to make or allow any exceptions or changes to this agreement.
6. Customer's parking arrangement calls for self-parking, thereby retaining possession of the keys. Responsible party agrees to assume all responsibility for vehicle damage or theft thereof, and loss or theft of contents thereof, and responsible party hereby releases Spire Parking and garage/lot owners, servants and employees from all liability and responsibility in connection therewith.
7. This agreement may be terminated by either party in writing upon thirty (30) days written notice or as dictated in conjunction with lease terms. The notice may be faxed, mailed or hand delivered to our office. If Spire Parking does not receive notice within 30-days of the Customer's intent to cancel, the Customer will be responsible for the monthly parking rate as long as the parking access device remains in the Customer's possession. . _____(initial)
8. A charge of \$35.00 will be made for each returned check.
9. A charge of \$25 will be made for replacement of all lost, stolen or damaged electronic proximity cards and/or hangtags.
10. No refunds, credit or allowances will be granted to responsible party for absence, vacation or other non-use of the garage/lot under this agreement. _____(initial)

TERMS AND CONDITIONS:

This agreement is made between the "Customer" listed on reverse and Spire Parking. As part of this agreement, the customer and/or all Customer's employee who park with Spire Parking agree to and accepts all the terms and conditions thereof.

Signature _____ Date _____