



## City of Lewiston Parking Application For Business



PLEASE PRINT

<b>Business/Company:</b>		
Billing Address:		
City:	State:	Zip:
Phone #:	Alternate Phone #:	
Card Holders Name:		
Vehicle Make/Model:	Year:	Color:
License Plate:	State:	

### PAYMENT AND FEE SCHEDULE

Monthly Parking	\$55.00/\$42.00**	1st month's payment, or prorated portion of month and the next month due upon enrollment (see Parking Administrative Policy) \$6.00 card fee (non-refundable)
Yearly Parking	\$600.00	\$300.00 due July 1st, thereafter prorated and \$6.00 card fee Remainder of payments: \$150.00 due 1st business day of October 1st. \$150.00 due 1st business day of January 1st.

### PARKING FACILITY

Oak St Garage/Lot	Canal St Garage	Ash & Canal Lot***
Southern Gateway Garage	Lincoln Street Garage	Cedar & Lincoln St Lot
Chestnut Street Garage		

\*\*Residents of the downtown are eligible for a reduced monthly parking fee at any city owned parking facility. To be eligible, a resident must reside in the area as defined by the downtown master plan. The reduced rate is \$42.00 a month, upon verification of residency in the downtown.

\*\*\*Monthly parking fee is \$69.00, one time fee of \$40.00 for personalized reserved sign (no card needed).

***Signing below acknowledges receipt and understanding of the attached Parking Administrative Policy and enrollment in the program.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Parking Card # \_\_\_\_\_

## PARKING GARAGE POLICY AND RULES

1. The City is not responsible for any damage or theft to your vehicle while your vehicle is parked in either the parking garage or space. Please notify the Lewiston Police Department of these issues if they arise.
  2. The parking garage is not to be used for storage of vehicles. Any vehicle which has remained parked for more than (7) days without moving is subject to being towed at owner's expense, unless prior arrangements have been made with the Parking Garage Management.
  3. Vehicles must be registered and have a valid inspection sticker.
  4. Repair or maintenance of vehicles is not allowed in the parking garages or related lots. Please call Parking Garage Management for emergency repairs (flat tire, dead battery...)
  5. Do not park in handicapped spaces without displaying a valid disabled hang tag. You will receive an eighty four dollar (\$200) ticket from the City parking garage attendant. This fee will double if not paid within (15) days.
  6. Recreational vehicles and/or trailers are not allowed in the garage. Bicycles, skate boards, and roller skates are not to be used in the parking garage. If you must transport your bike to or from your vehicle, or the bike rack, please walk beside it.
  7. Please be considerate of others.
  8. Always park between lines, and pull completely into stall.
  9. Vehicles posing a hazard, such as leaking gas, will be removed from the garage at owner's expense.
  10. Keep right at all times while vehicle is in motion.
  11. Speed Limit inside all parking garages and related lots is 5 miles per hour.
  12. Park smart – do not leave valuables in sight.
  13. Please do not leave unattended pets in vehicles.
- These rules apply to all people that choose to utilize the City owned Parking Garages and the associated parking lots.
  - Parking Garage Management – 27 Pine Street, Lewiston – (207)513-3000 EXT. 3410/ Mobile (207)330-1536
  - Individual and Monthly/Business passes are available. Please refer to the City's website for additional information or call the City's accounting division at 207-513-3123.

## PASS HOLDERS

1. New cards: If applicant enrolls on or before the 5th of the month, that month's parking fee will be prorated as needed and a non-refundable card fee of \$6.00 will be due at time of application, thereafter you will be billed monthly. Applications need to be forwarded to the Auditor's Office immediately so that the next month's bill can be processed as soon as possible. After the 5th of the month, the prorated amount for the current month, the full amount of next month's parking fee, and the non-refundable card fee of \$6.00, will be due upon application.
2. Re-Activation: Upon reactivation, all prior outstanding balances must be paid in addition to the current prorated portion and the following month as needed. No \$6.00 non-refundable card fee is required.
3. Billing: Invoices will be sent thirty days prior to the next month's parking due date. Payment is due on the 1st day of the month, for that month. There is a 5-day grace period after which the card will be deactivated.
4. Non-Payment: If a parking pass has been shut off after the 5-day grace period, the card will be re-activated upon payment of the outstanding balance (see above). There will be no proration between the time the card was deactivated and when your card is re-activated. The city will not be responsible for reimbursement of parking garage fees incurred while the card is deactivated.
5. Cancellation: A refund will only be issued if cancellation notification is received on or before the 10th of the month, at which point a \$10.00 administrative fee will be charged along with the parking for the days used that month. A check will be issued within two weeks. There are no cash refunds. After the 10th of the month, no refund will be issued.
6. The card you were issued contains a computer chip unique to that card. Each entry must be followed by an exit with no deviation allowed. Please use your card properly.
7. Lost or Damaged Card: lost or damaged cards will be replaced at a cost of \$10.00 each.

I have read, and agree to above policy and rules.

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_