

PARKING ADMINISTRATIVE POLICY AND RULES

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. Lost or Damaged Card: lost or damaged cards will be replaced at a cost of \$10.00 each.
7. Rules:
 - a. 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.
 - b. 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.
 - c. 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 expenses, unless prior arrangements have been made with the garage management. Vehicles must be registered and have a valid inspection sticker.
 - d. If you forget your card, one free exit per month will be allowed. Any additional occasions will require payment of the applicable hourly charges.
 - e. Do not park in handicapped spaces without displaying a valid disabled hang tag. You will receive an eighty four dollar (\$84) ticket from the City parking garage attendant. This fee will double if not paid within 15 days.
 - f. 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.
 - g. Please be considerate of others.
 - h. Always park between lines, and pull completely into stall.
 - i. Vehicles posing a hazard, such as leaking gas, will be removed from the garage at Owner's expense.
 - j. Keep right at all times while vehicle is in motion.
 - k. Park smart – do not leave valuables in sight.
 - l. Please do not leave unattended pets in vehicles.
8. Use of Automobile Engine Block Heater: Parking garage customers who want to plug their personal automobile block heater into the garage's electrical system shall pay \$25 per month for vehicle that is 800 watts or less, and \$40 per month for all other vehicles, not to exceed 1600 watts. There is a limited capacity for powering block heaters so this service is based on first come, first served. Chestnut Parking Garage has capacity for four (4) chargeable vehicles, and all other City Parking garages have a capacity for two (2) chargeable vehicles at each location. The City shall install signs to designate these spaces.
 - The City shall be held harmless from any damage to a vehicle resulting from any power surges from our electrical distribution system.
 - The City shall be held harmless if associated equipment such as an extension cord is stolen or used to damage other vehicles or the electrical system in the garage.
 - 100% of the damage to other vehicles and/or the parking garage shall be the responsibility of the customer using the electrical service for the block heater.
 - The customer using the electrical service shall provide proof that such damages are covered under his/her comprehensive insurance.

I have been given a copy of the Parking Administrative Policy and Rules

Signature: _____ Date: ___/___/___