



## Parking Services

215 North Mason Street, 1<sup>st</sup> floor, South Wing  
 P.O. Box 580  
 Fort Collins, CO 80522.0580

970.221.6617  
 970.416.2452 - fax  
[fcgov.com/parking](http://fcgov.com/parking)

## Parking Structure Rules and Information

Please read and initial to indicate you understand the information and agree to the rules.

1. \_\_\_\_\_ **SAFETY FIRST!** The 10 MPH speed limit in the parking garage is strictly monitored. Your permit may be terminated or revoked for violation of the speed limit.

2. \_\_\_\_\_ **PERMIT INFORMATION:** NOTE: Rates are subject to change. Check at the office for current rates.

|                                  | Full-service permit   | Roof-top permit                              |
|----------------------------------|---|--|
| Where can you park? <sup>1</sup> | Anywhere EXCEPT Level 1   | Any uncovered area on Level 4/5              |
| Monthly rate                     | \$46.00 per month   | \$24.00 per month                            |
| Early pay rate <sup>2</sup>      | \$38.00 per month   | \$18.00 per month                            |
| Proximity Card deposit           | \$10.00 one-time refundable fee <sup>3</sup>  | \$10.00 one-time refundable fee <sup>3</sup> |
| Lost card replacement fee        | \$10.00   | \$10.00                                      |
| Stickers – left rear bumper      | Civic Center - BLUE<br>Old Town - YELLOW  | Civic Center - GOLD<br>Old Town - RED        |
| NOTES                            | <sup>1</sup> These restrictions only apply M – F, 8 a.m. to 5 p.m. Other hours, you may park anywhere.<br><sup>2</sup> Must renew permit before 1 <sup>st</sup> day of the month to qualify for the lower rate.<br><sup>3</sup> Card must be returned within thirty (30) days of termination of the permit to receive refund. |  |

### 3. \_\_\_\_\_ **TERMS and CONDITIONS for USE of PERMIT**

- Permit must be renewed prior to 1st day of the month, or you will be locked out. Please renew your permit between the 22<sup>nd</sup> of the month and the last day of the month. You will receive a discounted price if you renew before the 1<sup>st</sup>.
- If permit is not renewed by the 5<sup>th</sup> day of the month, your permit will be sold to next person on the waiting list. If you still want a permit, you will go on the waiting list.
- The permit holder may only have one vehicle in the structure at a time, and must enter and exit in the same vehicle. Your permit card may not be used by another vehicle while your vehicle is in the garage. Abuse of this clause may result in your permit being revoked.
- It is your responsibility to lock and secure your vehicle while in the parking structure.
- Vehicles parked on the wrong level or in the wrong area during business hours (M-F 8 a.m. to 5 p.m.) will be issued a \$25.00 citation. The permit card will be locked and you will not be able to use it until you call the office.
- Park your vehicle head-first into the stall in order to have your bumper sticker visible.

### 4. \_\_\_\_\_ **IF YOU FORGET YOUR CARD**

Permit holders must use their permit card to enter and exit the parking structure. If you do not have your card with you, you must pull a ticket to enter the structure. You must pay for that ticket at the hourly rate when you exit. If you attempt to exit the structure without your card or without a ticket, you will be charged a lost ticket fee. The lost ticket fee is \$18.00. **There are no exceptions to this policy.**

Turn form over for additional information

5. \_\_\_\_\_ **REFUNDS**

- Refunds will only be made for a full month. Partial months will NOT be refunded.
- You must cancel your permit prior to the first of the month to receive a refund for pre-paid permit fees.
- If you made a \$10 deposit to get a permit card, you must return the permit card within 30 days of canceling your permit in order to get the deposit returned to you.
- If your permit is terminated or revoked for failure to follow the terms and conditions of the permit, any unused full-month, pre-paid fees will be refunded to you.

6. \_\_\_\_\_ **LIABILITY** You are responsible for your vehicle, your self and any occupants of your vehicle. The City of Fort Collins, Downtown Development Authority and Larimer County do not accept any responsibility or liability for loss or damage to your vehicle, any articles contained therein, or any personal injury to you or the occupants of your vehicle while it is in the parking garage. Your signature below is your waiver of any claims against said entities. City employees are not authorized to change these terms.

7. \_\_\_\_\_ **GENERAL INFORMATION**

- The booth attendant will be happy to assist you if you have any questions.
- If a booth attendant is not on duty, you may call (970) 221-6617 during business hours.
- After hours, you may push the "Help" button on the automated pay machine in the exit lane in the garage to contact a Parking Services representative.
- You cannot purchase or renew a permit if you have unpaid parking citations.

8. \_\_\_\_\_ **COUNTY AND CITY EMPLOYEES ONLY**

By your signature below, you indicate that you understand there will be a monthly deduction from your paycheck for the employee portion of your parking permit (the amount may vary depending on the type of permit.) If you enroll on, or prior to the 20<sup>th</sup> of the month, you will be charged the full employee portion for that month. If you enroll after the 20<sup>th</sup>, you will not be charged the employee portion until the next month. (For City employees only, you will pay the employee portion for the 1<sup>st</sup> month. After that the employee portion will be deducted from your paycheck.)

You also indicate by your signature that you understand that you will be charged the full employee portion if cancelation or termination occurs anytime during the month, as the employee portion of the fee is not refundable or pro-rated. (The Effective Date of the deduction by the Larimer County Payroll Department will be the date this form is signed by you.)

9. \_\_\_\_\_ **SIGNATURE**

By your signature below, you indicate that your have read and understand the Parking Structure Rules and Information, and you agree to comply with the terms and conditions herein. You also understand your permit may be locked, and your parking privileges may be suspended or revoked for violations of the rules and regulations.

**Finally, by your signature below, you indicate that you understand it is your responsibility to obey the SPEED LIMIT in the parking garage of 10 miles per hour at all times.**

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)