



Parking Services

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

970.221.6617
970.416.2452 - fax
fcgov.com/parking

Surface Lot Rules and Information

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

1. _____ **PERMIT INFORMATION:** NOTE: Rates are subject to change. Check at the office for current rates.

	DISCOUNTED MONTHLY RATE	RATE ON OR AFTER THE 1 ST OF THE MONTH
MASON LOT	\$32.00	\$42.00
OAK / REMINGTON	\$26.00	\$36.00
CHESTNUT / JEFFERSON	\$20.00	\$30.00
OLIVE LOT	SEPARATE SCHEDULE	
LOST PERMIT FEE	FULL PRICE OF REMAINING MONTHS	
PERMIT LOCATION	DRIVERS SIDE LOWER WINDSHIELD	
Permits are to be displayed on the inside of the windshield, lower left hand corner (driver's side).		

2. _____ **WHERE TO PARK**

During the hours indicated on signs, vehicles must be parked in the areas of the lot reserved for permit parking. Permit holders may park in the spaces signed for hourly parking after the signed permit hours, on weekends, or if all permit spaces are completely full.

3. _____ **TERMS AND CONDITIONS FOR USE OF PERMIT**

- Permits must be renewed prior to 1st day of the month in order to receive the discounted rate. Please renew your permit between the 22nd of the month and the last day of the month.
- If the permit is not renewed by the 5th day of the month, your permit will be sold to the next person on the waiting list. If you still want a permit, you will be put on our waiting list.
- It is your responsibility to lock and secure your vehicle while in the parking lot.
- Vehicles parked in a permit restricted area during signed permit hours (varies by lot) without a permit may be issued a citation.

4. _____ **LOST PERMIT**

If you lose your permit, report it immediately. Replacement permits are charged at the full monthly rate, regardless of the amount previously paid for the permit because permits have a cash value.

Turn form over for additional information

5. _____ IF YOU CHANGE YOUR VEHICLE

Your permit must be moved to your new vehicle and you must call the office at (970) 221-6617 to notify them of your new vehicle. If you forget to switch your permit from one vehicle to another, call the office before you park in the lot. **There are no exceptions to this policy.**

6. _____ REFUNDS

- Refunds will only be made for a full month. Partial months will not be refunded.
- You must cancel your permit by bringing it to the Parking Services office prior to the first of the month to receive a refund for pre-paid permit fees.
- 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.

7. _____ LIABILITY

You are responsible for your vehicle, yourself and any occupants of your vehicle. The City of Fort Collins and the Downtown Development Authority are not liable 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 parked in any public facility. Your signature below is your waiver of any claims against said entities. City employees are not authorized to change these terms.

8. _____ PERMITS ARE NOT TRANSFERABLE TO A DIFFERENT OWNER

- The permit owner is the person or entity that pays for the permit. The permit holder is the person who uses a permit. The permit owner may allow different people to use the permit only if current user and vehicle information is provided to Parking Services.
- Ownership of a permit may not be transferred to another person or entity. If the owner of a permit stops paying for the permit, that permit will be sold to the next person on the wait list.

9. _____ GENERAL INFORMATION

- Parking permits are for the exclusive use of the permit owner or a designated permit holder. The permit owner assumes all responsibility for the protection of their permit.
- You may call (970) 221-6617 during business hours if you have questions about your permit.
- You cannot purchase or renew a permit if you have unpaid parking citations

10. _____ SIGNATURE

By your signature below, you indicate that you have read and understand the Parking Lot Rules and Information, and you agree to comply with the terms and conditions. You also understand that your permit is only valid until the expiration date, after which you will need to reapply for a permit to park in the lot. Your parking privileges may be suspended or revoked for violations of the rules and regulations.

(Printed name)

(Signature)

(Date)