



TREASURER OF THE CITY OF ST. LOUIS

City Hall Parking Lot Lease Policy

Effective February 14, 2013

This document states the policy by which the City Hall Parking Lot, 1201 Clark Avenue, (hereinafter "Lot"), owned by the City of St. Louis, is to be leased short-term under the authority of the Treasurer of the City of St. Louis in the office's capacity as Director of Parking.

The purpose of a short-term lease of the Lot is to facilitate ease of parking by members or guests of an Applicant (hereinafter "Applicant") which hosts or sponsors an event (hereinafter "Event").

Applicant and Event Requirements for Lease of the Lot

The Applicant leasing the Lot must provide General Liability insurance covering personal and contractual, broad form liability, property damage and medical expense in a combined single limit of at least \$1,000,000. The Applicant will assume all liability for damages to City property as well as any personal liability for injuries sustained by any one on the premises during the leasing period. The Treasurer of the City of St. Louis shall be named as an additional insured to the insurance policy. Evidence of this insurance must be presented at least five (5) business days prior to the leased event.

If the Event is held for the general public, it must allow participation in the majority of Event activities or spectacle by the general public free of charge. No person shall be discriminated against or restricted from participation in Event on any basis including ethnicity, gender, disability status, national origin, skin color, religion, or sexual orientation. Age restrictions for the Event may only be imposed as required to ensure the safety and welfare of legal minors.

Restricted Use Requirements

Lease of the Lot must be short-term, with use limited to a maximum of 18 hours.

Leasing of the Lot for weekday Events is not available. The Treasurer of the City of St. Louis or a designated agent of the Treasurer (hereinafter "Treasurer") determines dates available for lease.

Availability of the Lot for Event parking is not guaranteed. Scottrade Center, Peabody Opera House, Busch Stadium and other large venue events, as well as access to spots by individuals contracted to park on a monthly basis, take precedence regardless of date of scheduling or notification.

Parking at the Lot must be done in accord with marked parking spaces. No parking in access lanes, areas reserved for Emergency vehicles, entrances or exits is permitted. Spaces marked as handicapped may only be used by vehicles displaying a valid permit as required by law. Parking of any vehicle exceeding the size of marked parking spaces must be approved, in the form of written permission from the Treasurer, prior to payment for lease.

The Lot may not be used for any purpose other than parking of vehicles.

Signage must be temporary and must leave no marks or damage of any sort to the Lot, pavement, streets, or surrounding landscape. All signage must be removed by the Applicant immediately following the event.

Terms of Lease

Leasing of the Lot should be made at least sixty (60) days in advance of the Event. Exceptions to this advance scheduling shall be granted only by express permission of the Treasurer. All leasing will be performed through the Chief Fiscal Officer of the Treasurer's Office or a designated agent. No lease agreement is final until approval by the Treasurer has been given in writing to the Applicant and the City of St. Louis Parking Division.

Payment for the lease of the Lot must be made no later than five (5) business days in advance of the Event.

The minimum number of spaces leased shall be twenty (20). The maximum number of spaces leased shall be determined by the aforementioned availability. The Treasurer may specify which spaces on the Lot are to be used by the Applicant. The minimum duration for lease cost is two (2) hours, regardless of actual Event duration.

Cost is based on number of spaces and shall be calculated by the following formula:

Number of spaces x \$1.00/space = cost for Event
for example: City Hall: 458 spaces x \$1.00 = \$458.00

A 20% deposit is required upon approval of the lease to be applied to the cost at time of payment. If the Event is cancelled two or more days prior to the Event, the deposit shall be refunded in accordance with standard City payment policies. Cancellations occurring later than 48 hours prior to the Event will result in forfeit of deposit.

If Event parking is cancelled by the Treasurer subsequent to approval of the lease, the Applicant shall receive a full refund of the deposit and any payments toward the cost of the lease. At the discretion of the Treasurer, alternate parking arrangements such as short-term parking passes may be offered at a price at are below the lease rate.

The Applicant is responsible for all clean-up of the Lot related to the Event. All cleaning and removal of Event vehicles must occur immediately following the Event.

The Applicant will be responsible for any additional cleanup required or damages to the Lot, signage or any other fixtures of the Lot. The Applicant will be notified within 30 days after the Event of any problems found.

The requirements and terms of this document can only be waived by the express written approval of the Treasurer or by formal amendment to this Policy as approved by the City of St. Louis Parking Commission.