



DEPARTMENT OF POLICE CITY OF WARREN

Raymond F. Zydonik, Chief of Police



Permit Parking Application

Location:	<input type="checkbox"/> Clark Street Garage	<input type="checkbox"/> Hickory Street Lot	<input type="checkbox"/> Elm Street Lot	<input type="checkbox"/> Midtown Lot
Type of Lease:	<input type="checkbox"/> Business <input type="checkbox"/> Residential	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	Date:	
Name:			Phone (H):	
Address:				
E-Mail Address:			Phone (C):	
Employer:			Phone (W):	

Billable Party for Space:	<input type="checkbox"/> Same as Above
Name/ Business:	
Address:	
E-Mail Address:	Phone:

LEASE AGREEMENT

This Agreement has been made this _____ day of _____, 20_____, between the City of Warren hereinafter referred to as Lessor, and the undersigned person, hereinafter referred to as Lessee, for the term of month-to-month, under the following terms and conditions which the Lessee agrees to accept and be bound by:

1. Lessee will be assigned a parking space once the application is processed and fee paid. Space may be used for the parking of one passenger vehicle only. Enforcement will be from 6:00 a.m. - 6:00 p.m.
2. A monthly rate of \$40.00 will be charged or Lessee may pay a quarterly discounted rate of \$100.00 as per City Fee Schedule. Payment is due on the first of each month, if paying monthly, or on the first day of every quarter, if paying quarterly. Lessee must be current and up to date on all previous payments to qualify for the quarterly discounted rate. **After the 15th of the month, there is a fifteen dollar (\$15.00) penalty on all delinquent accounts.** After the 30th of the month, if the account is still delinquent, the City of Warren will terminate this agreement and begin issuing parking tickets to any vehicle found to be in violation. All accounts delinquent in excess of 30 days will be turned over to collections. Lessee shall be responsible for any and all costs of collection including, but not limited to, filing fees, service charges, and reasonable attorney's fees. Any tickets issued as a result of non-payment or delinquency will not be voided or forgiven upon payment in full of any Lease amount due. In addition, a Lessee whose account is delinquent in excess of 30 days will no longer have the right to park in said space and the space may be assigned to another Lessee.
3. April 1 through October 31, spaces on the top level of the Clark Street Parking Garage may be leased at a rate of \$25.00 per month. Arrangements must be made by Lessee by November 1 to move to a lower level of the Garage for the period of November 1 through March 31 at the rate of \$40.00 per month.
4. Spaces are available for weekly lease at a rate of \$15.00 per week and must be paid in advance of occupation of the lease space.

5. In consideration thereof, the Lessee agrees to pay without demand in advance to:

City of Warren
Attention: Parking Permits
318 West Third Avenue
Warren, PA. 16365.

Checks/ money orders should be made payable to the “**CITY OF WARREN**”. The City also accepts Credit Cards and Online Payments at www.cityofwarrenpa.gov.

6. This Lease Agreement is automatically renewable until the Lessee **NOTIFIES** the City that the Lessee wishes to terminate the lease agreement. **All leases must be cancelled by the first day of the month. Lessee’s failure to cancel any lease by the first day of any month will result in additional weekly/monthly charges being due and payable by the Lessee.**
7. Lease parking is provided on a weekly or monthly basis only. No refund or credit will be given for partial usage.
8. The Lessor reserves the right to close the parking space at any time for repair work, or as deemed necessary by the Lessor.
9. Lessee is required to contact the City of Warren Police Department in the event a reserved parking space is occupied by an unauthorized vehicle. Lessee is **not** authorized to park in another reserved parking space.
10. This agreement may **not** be assigned, sublet or transferred in any manner by the Lessee.
11. Use of the parking space is at the risk of the Lessee. The Lessor is not responsible for any vandalism, theft or injury to Lessee’s property or person. Lessee hereby agrees to hold Lessor harmless from any and all claims, demands, and causes of every kind and character, including attorney’s fees, arising in favor of Lessee on account of personal injury, death, or damage to property occurring, growing out of, incident to, or resulting, directly or indirectly, from Lessee’s use of the Parking Garage or the parking space provided for herein. No employee, agent or representative of Lessor may alter these conditions or increase Lessor’s responsibility.
12. All vehicles parked in leased parking spaces must be currently registered and inspected. Lessor reserves the right to tow or otherwise remove, at the Lessee or vehicle owner’s sole cost and expense, any vehicle which is not currently registered and inspected and is parked in a leased parking space. **Backing into a space is not permitted.**

I have read the terms and conditions and by signing **HEREBY AGREE TO ALL TERMS AND CONDITIONS** as outlined above.

Print Name

Signature

Date

If you require assistance with completing this form or another reasonable accommodation as defined by the American with Disabilities Act (ADA) please contact the City’s ADA Coordinator at 814-723-6300.

City of Warren Office Use Only			
<input type="checkbox"/> Clark Street Garage	<input type="checkbox"/> Hickory Street	<input type="checkbox"/> Elm Street Lot	<input type="checkbox"/> Midtown Lot
Space # _____	Space # _____	Space # _____	Space # _____