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Basic Monthly Parking Agreement

Parties to Agreement

- I. This rental agreement is entered into by McLaurin Parking Company, Inc. and _____
_____. It does not create a bailment between said parties.

Term of Agreement

- II. The customer agrees that monthly accounts will be strictly on a month-to-month basis. McLaurin Parking Company, its successors or assigns, may cancel these accounts at any time by giving at least ten days prior notice to the customer. This policy will be followed to accommodate parking regulation provided by the respective property owners.

Rental

- III. Spaces may not be rented for less than one month. If a customer begins rental of a space after the tenth of the month, he/she will be required to pay a prorated amount for that month. He/she will also be required to pay a non-refundable security deposit equal to one half a month's rent upon opening a new account. The customer may avoid the security deposit by signing a bank or credit card draft agreement allowing McLaurin Parking Company to draft the monthly fee from the customer's bank or credit card account.
- IV. The customer agrees that monthly payment is due on the first of the month and that payment should include the customer's name and account number. McLaurin Parking Company will accept checks only from THE PERSON IN WHOSE NAME THE ACCOUNT IS LISTED. Any customer who does not pay the full balance of his/her outstanding bill by the tenth of the month will be subject to a finance charge of \$10.00 per month per space and/or hangtag until full payment has been rendered. Any customer who fails to pay his/her account balance is subject to written notice of cancellation and will be charged for rental of the space until the effective cancellation date.

Use of Space

- V. The customer agrees to park in his/her assigned parking areas, floor levels or designated spaces (if applicable). Failure to park as assigned without McLaurin Parking Company's approval may lead to immediate cancellation. The customer also agrees not to park in roped off areas or spaces marked "Reserved." If an unauthorized vehicle occupies the customer's assigned parking space, he/she should call the main office of McLaurin Parking Company with that vehicle's license plate number. The customer should not park in another assigned monthly parking space. He/she will be provided with a temporary parking location at the discretion of McLaurin Parking Company.
- VI. The customer agrees that this monthly account is valid only during normal business hours Monday-Friday from 7:00 am until 6:00 pm. Monthly fees do not include parking for Civic Center events, evening or weekend events.

Initial _____

Liability

VII. It is the customer's responsibility to keep his/her motor vehicle locked at all times. McLaurin Parking Company shall not be held responsible for any loss of personal property.

Cancellation Provisions

VIII. Account cancellation by the customer must be done by notifying the main office at least thirty days in advance. The customer's account will continue to be charged until notice is received from the customer, regardless of the customer's discontinued parking in his/her assigned lot. All access cards (where applicable) must be returned to the main office to avoid future charges. **NO REFUNDS WILL BE GIVEN FOR PARKING.**

Initial

Parking Cards

IX. There will be a replacement fee of \$20.00 - \$25.00 for all lost or stolen access cards. If card is found and returned to the McLaurin Parking Company office within twenty-four hours of being lost, a check in the amount of \$15.00 will be mailed to you. Damaged cards may be replaced at no charge if the damaged card is returned to the main office.

X. Customers parking in lots that require an access card for entry are permitted a one-time allowance for forgotten or lost cards. In that event, the customer may choose to sign a daily ticket and leave the lot without charge **ONLY WITH PRIOR APPROVAL** from McLaurin Parking Company's main office. Otherwise, the customer will be expected to pay the daily rate of that lot until the card has been found or replaced.

Initial

Responsibilities of Customer

XI. License plate numbers must be given upon opening an account. Any changes to this information or any other information listed in this agreement should be communicated to the main office as soon as possible. Failure to provide updated license plate numbers to the main office may result in the erroneous booting or towing of the customer's vehicle. For lots that have hang tags, the hang tag **MUST** be displayed at all times while the vehicle is parked in the lot.

Initial

XII. **SUBLETTING OF MONTHLY PARKING SPACE IS PROHIBITED** and may lead to cancellation. This includes any temporary use of the customer's space by another party with the customer's knowledge.

Customer's Signature

Date/Date Space Available

Customer Information

First Name

Middle Initial

Last Name

Address

City

State

Zip

Phone (Home #)

Phone (Work #)

Employer

Color/Year/Make/Model/Tag#

Color/Year/Make/Model/Tag#

Color/Year/Make/Model/Tag#

Color/Year/Make/Model/Tag#

Progress Energy Corp. ID #

Email Address

For McLaurin Parking Use

\$
Monthly Rate

\$
Pro Rate Amount

\$
Deposit Amount

Lot Number

Account Number

Employee Initials

Circle All that Apply

Print Invoices

Email Receipts

Email Invoices

Fax Receipts