



**RENTAL POLICY**

A Parking Lease agreement is issued to an individual, business or organization for partial and temporary use of the 3<sup>rd</sup> Avenue Parking Deck. This agreement allows the lessee and guests to park within the facility for a set fee with no additional hourly or daily charges per vehicle. **This facility is a public parking facility and public parking is permitted at all times. Lessee may not refuse entry to any individual(s).** If event is between the hours of 8am and 6pm, Monday through Friday reserved spaces on the first level must be kept open. Lessee or their guest vehicles that are parked outside of the designated level OR within the restricted reserved spaces on the first level will be considered to be in violation of this agreement and will be issued a Prohibited Zone Citation.

**PAYMENT**

The lease fee is \$400 per event with a 50 percent deposit required with the application and the balance due not less than five (5) business days prior to the event. A request will not be processed without payment.

**CANCELLATION & REFUNDS**

To change a reserved date a written request must be received at least ten (10) days prior to the original event date. All cancellations or refund request must be submitted in writing. Written cancellations received at least ten (10) days prior to date of event will receive a full refund. Notification less than 10 days, but more than five days will receive a 50 percent refund. Cancellation less than five days prior to event will not receive a refund.

**LIABILITY**

The City of Rome, Floyd County or the Office of Downtown Development and their agents may not be held responsible for lost or stolen items or damage to a vehicle. Staff reserves the right to amend the terms of this agreement as necessary.

**3<sup>rd</sup> Avenue Deck  
Event Lease Agreement**

Please Print Clearly

Lessee \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

**Event Information**

Event Type and Description

- Meeting \_\_\_\_\_
- Concert \_\_\_\_\_
- Sporting \_\_\_\_\_
- Graduation \_\_\_\_\_
- Banquet \_\_\_\_\_
- Other \_\_\_\_\_

Event Date \_\_\_\_\_

Event Time: Doors Open \_\_\_\_\_ Start \_\_\_\_\_ Ends \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Special Needs or Request \_\_\_\_\_

*Handicap parking is located next to the elevator on levels 2, 3, 4*

**PAYMENT \$400**

- \$200 Deposit due with application
- \$200 Balance due at least five (5) business days prior to event

I have read the Parking Deck Agreement, policy and terms and agree as set forth.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE**

Deposit \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Initial \_\_\_\_\_

Balance \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Initial \_\_\_\_\_

AMENDMENT to TERMS \_\_\_\_\_