



Parking Control Department

Standard Operating Procedures

Section: 4.2

Subject: Monthly Parking Permits and Cards

I. Assignment of Monthly Permits and Access Cards

- A. Unified Government employees or businesses that desire to park in U.G. parking lots will be issued either a monthly parking permit or an access card.

- B. The employee will have to come, in person, to the Parking Control Department. Once the appropriate paperwork is filed and the fee paid, the permit or card will be issued. If the person desires to have an access card the issuer will pay a deposit according to established fee schedule. The Unified Government is not responsible for lost or stolen permits or access cards. If the person loses their permit/access card, a new one must be purchased. Lost access cards will be disabled.

- C. The individual that uses the permit will have to enter the parking lot through the gate that dispenses the hourly ticket. The person will also have to show this ticket and their permit when exiting. The parking attendant will write, "Monthly permit" on the back of the ticket. The attendant will also have to write the person's monthly permit number on the ticket, as well. If driver does not have the hourly ticket and/or monthly permit, he/she may be required to pay for a full day's parking fee.

- D. The individual that uses an access card must use the access card entrance and exit of the parking facility it is issued for. If a person has trouble with their card, they will need to bring this to the attention of the attendant or contact Parking Control. Access cardholders will not utilize the entrances or exits that are issued hourly tickets. If access cardholders choose to take a ticket and exit the attendant booth, they may be required to pay for the full day's parking rate. The cardholder must enter and exit utilizing the card reader gates. If the cardholder uses an hourly ticket and then exits using his card, the card reader is going to consider this an unlawful transaction and your card automatically disabled. The same would apply if you use the card to enter the lot, but then exit by way of the attendant gate. The computer recognizes all programmed access card numbers as you enter and exit the parking lot. Any deviation from this pattern causes the computer to recognize it as an unlawful transaction and the card is shut down. The computer will reset, after 24 hrs, and the access card will become enabled again.

- E. The person will have to apply every month, in advance, for that month's parking permit or card. The person can forgo this mandate if he or she has the fee payroll deducted or is invoiced for parking; otherwise payment is due by the 5th working day of every month. Parking Control will request proof of the payroll deduction or of cash payment before the card or permit is issued. Permits are currently picked up either at Parking Control or the UG Treasurer's Office. For accountability, access cards will only be picked up at the Parking Control Office. If the employee chooses to have an access card the card will remain active in the computer for as long as the employee provides proof of the payroll deduction. A current monthly parking permit must be displayed by the 5th working day of every month.
- F. Any person who is issued a monthly parking permit or access card assumes the responsibilities incumbent upon this privilege. These privileges can be suspended or revoked for misuse. Misuse includes but is not limited to:
1. **Pass backs** – in which the cardholder allows others to use their card to enter the parking lot.
 2. **Selling** or otherwise allowing anyone other than the purchaser to use the permit or access card.
 3. **Unlawfully copying** the permit for use by others or making a facsimile or parking permits for use on UG owned and/or operated parking lots.
 4. **Late Payment** – in which the access cardholder's payment is not received by the due date, which is the 15th of the month for invoiced and/or reserved parkers and the 5th working day of the month for month-to-month parkers paying by cash/check.
- G. It is Parking Control policy not to pro-rate parking fees. Refunds are not issued for partial monthly use. If a patron parks in a Unified Government lot for any portion of a month, they will owe for the entire month. To avoid paying for a full month's use, the patron must cancel their monthly parking prior to that month.