

Parking Agreement for Parking in City Owned Facilities

Employee Name: _____

Department Name and Division: _____

Office Phone Extension: _____ Official City E-mail Address: _____

Vehicle Year: _____ Vehicle Make: _____ Vehicle Model: _____

Vehicle License Plate: _____ Valid LA Drivers Lic #: _____

Insurance Provider: _____ Policy Number: _____ Policy Exp Date: _____

AGREEMENT

For the privilege of parking in the City Hall Garage, VA Garage, or other City-Owned Facilities, I agree to the following terms and conditions:

- (1) I will provide and maintain a valid Louisiana Driver's License.
- (2) I will provide and maintain current vehicle registration and liability insurance on the vehicle to be parked.
- (3) I will park in my assigned space **only**.
- (4) All changes in personnel or vehicles must be reported, in writing, to Property Management at employeeparking@nola.gov.
- (5) I will not exceed **5 miles per hour** at any time.
- (6) I understand that my parking assignment and access card are non-transferable and I am fully responsible for my parking card.
- (7) If my card is lost or stolen I will immediately notify the Office of Homeland Security and Emergency Preparedness at noshep@nola.gov and ITI servicedesk@nola.gov. Replacement cards can be purchased at a cost of \$20.
- (8) I further understand that **I am completely liable for any damages** which may occur to any vehicle, person, or structure in the process of parking; if I am determined to be at fault.

Applicable to Employees Parking in the City Hall Garage Only:

- (1) If I park in any slot in any row of the center section of any floor of the garage, I understand that I must make cooperative arrangements with the owners of the vehicle blocking ingress/egress to move their vehicles.
- (2) I will not use the "man lift" at any time (except by Garage Personnel)

I understand that I must adhere to ALL terms and conditions of this parking agreement. My failure to do so may result in the towing of my vehicle and/or loss of parking privileges.

Under no circumstances with the City of New Orleans be responsible for the loss of any property within any vehicle or for damage or loss to any vehicle.

Note: Should another vehicle park in your numbered parking slot or in any other matter preventing ingress or egress to your assigned parking slot, please notify the Parking Garage Administrator at employeeparking@nola.gov.

Employee Signature: _____ **Date:** _____

For Official Use Only

Assigned Garage: _____ Assigned Slot #: _____