



Terms and Conditions

1. **DEPP & PTEP CARD:** The reloadable discounted parking rate card authorizes the parking of one (1) passenger vehicle in a designated facility at any single time and no definitive space is assigned. Card holders must use their card upon entering and exiting their preferred designated parking facility to receive the discounted rate. Account must have sufficient funds prior to exit for successful payment processing to the discounted card. Cards must be used in sequence by scanning at the entrance, then upon exit for each parking session. While every effort will be made to make sufficient parking available for all discounted parking customers, the City of Sacramento does not guarantee that parking spaces will be available. If the designated parking facility is full, card holders will be directed to the nearest City parking facility where spaces are available and will need to present their parking card to obtain the discounted rate for overflow parking. Card is for the sole use of the registered card holder and is non-transferable. Should the discounted card become lost, damaged, or locked due to the card being out of sequence, participant must contact the Revenue Division at ParkingDEPP@cityofsacramento.org or call 264-5011 to pay parking fees due and request the card to be placed in "Neutral" status to resume service. Refunds for unused card funds may be requested. **NO REFUNDS WILL BE ISSUED FOR FAILURE TO USE CARD AS INTENDED.**
All terms #2 -4, and #6 - 10, also apply to DEPP & PTEP cards.
2. **DEPP & PTEP CARD FEE:** There is a \$25 administrative card fee required when signing up. An administrative fee will be imposed for all new, lost, stolen, or damaged access cards. There is no cost for renewing the card. These fees are subject to change.
3. **DEPP & PTEP APPLICATION & RENEWAL:** Proof of pay rate (pay stub) and application can be submitted IN PERSON at the Revenue Division Counter at 915 I St., Room 1214, Sacramento CA, EMAIL at ParkingDEPP@cityofsacramento.org OR uploaded directly on the website via the DEPP Online Form. **Revenue Division Public Counter office hours are available online at: www.cityofsacramento.gov.** Renewal periods are every six months (March 1st - 31st and September 1st- 30th). Renewals will require reprogramming of the current card. By submitting an application OR renewal request, participant is verifying that the submitted information is accurate.
4. **DEPP & PTEP RATES:** The discounted parking fees are to be paid each time the card is used, prior to exiting the parking facility. If a parking facility is in pre-pay (flat rate) mode, the card holder will be required to pay the pre-pay rate due and no further discount is available. Rates are subject to change, as rate and fee schedules are set by City Council Resolution. Notice of changes shall be posted at all parking facilities.
5. **ALTERNATIVE MODE COMMUTER OPTION (A.M.C.O.):** Customer may only purchase one (1) set of twelve coupons each quarter. The quarters are January 1, April 1, July 1, and October 1. Coupons are good for one-day parking. Coupons are valid for one year from the date printed on coupon. **All terms # 6 – 10, below, also apply to the use of AMCO coupons.**
6. **USE OF FACILITIES:** In the event that parking gate arms are up and not functioning, permit holder shall call Sacramento City 311 at (916) 264-5011 to report the problem immediately. Any attempt to manipulate the access system, cards, or any Parking Administration policy or procedure will result in cancellation of program privileges and this agreement.
7. **ENTIRE AGREEMENT:** Location supervisors and/or attendants are not authorized to make or allow any exceptions to this agreement and operating regulations. All agreements shall be contained herein. Except as otherwise stated herein, this Agreement constitutes the entire agreement between the parties concerning the subject matter thereof.
8. **LIABILITY:** Liability is limited as posted in the Parking Facility and as stated herein. Participant hereby waives and releases any claim for injury, damage, or loss resulting directly or indirectly from any action or failure to act by the City of Sacramento and its employees under this agreement, including but not limited to any loss of vehicle or contents, or any damage to vehicle by vandalism, theft, or accident. Participants are advised not to leave articles of personal property of any value in vehicle and agree not to hold City of Sacramento responsible for loss of property or damages resulting from loss of property left in vehicle in violation of this agreement.
9. **CANCELLATION:** The City of Sacramento reserves the right to terminate this agreement without notice upon the failure of the participant to pay any fee or charge, or to perform any act or obligation imposed or required under this agreement. The City may terminate this agreement for any other reason by providing Participant written notice of such cancellation.
10. **PARKING PROGRAMS:** Participants in any Parking Administration program agree to abide by all rules and restrictions governing the individual programs. Abuse of any program, including attempts to validate and use a discount on the same day, will result in the immediate and permanent cancellation of all program privileges.

Please initial to confirm that you have read and understand these instructions: _____

I understand and agree to abide by the terms and conditions set forth above and as posted in the parking facility. Failure to do so will result in permanent cancellation of all program privileges.

Participant Signature: _____ **Date:** _____

APPLICATION & AGREEMENT

DEPP ◆ PTEP ◆ AMCO



CITY OF SACRAMENTO USE ONLY

Program: DEPP PTEP AMCO

ID# _____

SECTION A – PERSONAL INFORMATION (REQUIRED)

Name: _____
(First) (Last)

Home Address: _____

City: _____

State/Zip: _____
(State) (Zip)

Phone: _____

Email: _____

SECTION B – EMPLOYER INFORMATION (REQUIRED)

Employer: _____

Work Address: _____

City: _____

State/Zip: _____
(State) (Zip)

Work Phone: _____

AMCO instructions: Please sign and initial page 1, then complete sections A & B on page 2.

SECTION C – DEPP: DISCOUNTED EMPLOYEE PARKING PROGRAM (To be completed by employer) (PAYROLL CHECK STUB REQUIRED FOR PAID POSITIONS)

I certify that my company or I currently employ the person completing this application, and that this person meets DEPP program requirements.

Please Check One:

- Employee earns less than \$20.00 per hour (including tips and commissions)
- Intern (paid or unpaid, company verification letter required)
- Volunteer (company verification letter required)

Average number of hours per week: _____

Hourly pay rate: _____

Commissioned Employee? Yes No Tips? Yes No

Signed: _____ Date: _____

Print Name: _____

SECTION D – PTEP: PART TIME EMPLOYEE PROGRAM (PAYROLL CHECK STUB REQUIRED) (To be completed by employer)

I certify that my company or I currently employ the person completing this application. I also certify that this employee works less than 30 hours per week and earns less than \$25.00 per hour.

Average number of hours per week: _____

Hourly pay rate: _____

Signed: _____ Date: _____

Print Name: _____

PREFERRED GARAGE DESIGNATION, subject to availability (PLEASE SELECT ONE):

- Capitol Garage (10th & L Street) (AMCO only)
- Memorial (14th and H St.)
- Tower Bridge (Neasham Circle at Front St. and Capitol Mall) (Does not accept DEPP)
- City Hall (10th and I St.) (AMCO only)
- Old Sacramento (2nd and I St.)