



Exempt and Non-Exempt – Access Card Application/Agreement

Name (Individual) _____
Last Name First Name MI

Department _____

Address _____
Street City State Zip

Phone Number _____
Residence Work Email

Vehicle License (Record all vehicles) _____

Fund-Operating Unit-Department ID _____

Select card type: Exempt Non-Exempt Global Pay by Use

Parking Agreement – Rights and Responsibilities

- Access Card Use:** This access card authorizes one (1) passenger vehicle to park in a designated garage at any single time. The access card is for the garage designated and no definite space will be assigned. Daily market rates will apply if customer does not use the access card. Parking spaces are rented on a calendar month basis, running from the first through the last day of the month. To properly use the garage the access card must be scanned at the entrance and exit. If access card is used out of sequence it will automatically become inactive. Access card holders will be charged for any and all use of the access card. No overnight parking allowed unless authorized by the Parking Services Division.
- Payment:** Journal Vouchers (JV) will be submitted to department for billing on a monthly basis. Funding lines must be obtained before access card is granted.
- Rates and Fees:** An administrative fee will be imposed for all new, lost, stolen, or damaged access cards. This fee will be the responsibility of the access card holder. Only the initial new card fee will be billed to the department. Please report lost or stolen access cards immediately to the Parking Administration Office 916-808-5110. The monthly fee is subject to change, as rate and fee schedules are set by City Council Resolution. Notice of changes will be published at the facility.
- Closing Account:** Access card holders must close account by submitting a cancellation form found on our website at www.cityofsacramento.org/transportation/parking or providing written notification to the Parking Division. Additional fees may apply if cancellations are requested incorrectly. Access card holders will be charged for any and all use of the access card. Companies must close account by submitting written notification on letterhead with the access card numbers listed that need to be cancelled. All correspondence needs to be sent to City of Sacramento, Parking Services Division, 300 Richards Blvd, Second Floor, Sacramento, CA 95811 or physically brought to the customer service desk at 915 I Street, Room 1214, Sacramento, CA 95814.
- Exceptions:** Location supervisors and/or attendants are not authorized to make or allow any exceptions to this agreement and operating regulations.
- Liability:** Liability is limited as posted in the parking facility and as stated herein. The access card holder 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. Access card holders 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.
- Cancellation:** The City of Sacramento reserves the right to cancel the access card and terminate this agreement without notice, upon the failure of the access card holder to pay any fee or charge, or to perform any act or obligation imposed or required under this agreement. The City may cancel the access card and terminate this agreement for any reason by providing the access card holder written notice of such cancellation.

Division Manager Approval:

Signature: _____

Date: _____

Customer Service Rep: _____ Date: _____ **Office Use Only** Accounting Rep: _____ Date: _____

New Replacement Other

Access Card # _____ Account # _____ Participant # _____ Garage Name: _____ Amount Paid: _____