

Appendix 16

Generic Parking Facility Rules and Regulations

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PARKING REGULATIONS TABLE OF CONTENT

ARTICLE 1. GENERAL

- Section 1.1 Definitions
- Section 1.2 Authorizations
- Section 1.3 Responsibilities of the Parking Operator
- Section 1.4 Responsibilities of the Parker
- Section 1.5 Vehicle Accidents

ARTICLE 2. REGISTRATION OF VEHICLES

- Section 2.1 Procedural Requirements
- Section 2.2 Displaying the Parking Access Card
- Section 2.3 Displaying Parking Access Cards

ARTICLE 3. REGULATIONS GOVERNING THE OPERATION OF VEHICLES AND USE OF THE FACILITY

- Section 3.1 Parking Regulations
- Section 3.2 Hours of Regulation
- Section 3.3 Towing and Immobilization
- Section 3.4 Regulations governing scooters, motorcycles, mopeds and bicycles
- Section 3.5 Other

This document is a guide to vehicle use in the _____ Parking Facility and traffic regulations are in accordance with _____ (State) _____ Law. Operation of a motor vehicle in the _____ Parking Facility is a privilege granted by the Owners /Operators.

ARTICLE 1. GENERAL

Section 1.1

Definitions as used in these rules and regulations, the following words, phrases, and definitions shall be interpreted as follows:

- a. **Motor Vehicle**
Every kind and nature of vehicle propelled by motor by which any person or property may be transported.
- b. **Pedestrian Safety Zone and Crosswalks**
That part of the facility set aside and suitably designed by signs or markings on the surface for use by pedestrians.
- c. **Parking**
Includes stopping and standing of vehicles whether occupied or not, other than temporarily to take on or leave passengers, or while loading or unloading except stops in obedience to traffic signs, facility staff or a police officer.
- d. **Employee**
When used herein "employee" means any person employed by _____. This term includes all staff, sub-contractors and administrative personnel.
- e. **Contract Parker**
Any person or organization currently under contract with _____ for monthly access to the Gateway Village Parking Facility. To include bank associates, tenants and homeowners.
- f. **Visitor**
Any person other than a contract parker of the facility temporarily operating or parking a motor vehicle within the facility. The term includes service personnel, vendors, and contractors that may occasionally access the _____ Parking Facility.
- g. **Parking Access Card**
The device issued by _____ to contract parkers allowing gate controlled entrance and exit to the facility.

Section 1.2 Authorizations

1. _____, _____ Properties and the _____ are the principle advisory bodies for the _____ Parking Facility and are authorized to recommend, request and implement policies and regulations governing parking operations in the _____ Parking Facility.
2. The ____ (Municipality) ____ Police Department is authorized to enforce ADA regulations while _____ may issue citations, tow or boot vehicles for all offenses committed in the Facility.
3. _____ has jurisdiction over parking violation appeals in the facility for contract and visitor parking. Homeowners and Tenants may appeal violations through the appropriate Homeowners Association. In those cases heard, the association will impose appropriate monetary and/or restrictive penalties.

Section 1.3 Responsibility of the Parking Operator

Even though the parking operator oversees surveillance and enforcement procedures 24 hours a day, _____, assumes no responsibility for any damage, theft, or loss of a motor vehicle or any personal property therein, when the vehicle is parked in or being operated on properties under management by _____.

Section 1.4 Responsibility of Parkers

Parkers in the Gateway Village Parking Facility should lock their vehicles at all times and valuables should not remain inside the vehicle. Parkers are to park all vehicles in areas designated by E-Z Parking and are responsible for obeying all rules and regulations in effect pertaining to the use of the facility.

Section 1-4 Vehicle Accidents

All motor vehicle accidents occurring in the facility should be reported immediately E-Z Parking and/or on-site security for documentation and investigation. Vehicles should not be moved from point of impact unless there is an immediate threat to life or property or it obstructs the regular flow of traffic within the facility.

ARTICLE 2. Registration of Contract Parking Motor Vehicles

Section 2.1 Procedural Requirements

1. Upon application for contract parking, all motor vehicles must be registered with _____, and be issued the appropriate parking access card. This includes additional parker vehicles that may be parked in the future.
2. Each contract parker should register his/her own vehicle.
3. Any person applying for contract parking must, upon request, present a valid ____ (State) ____ or appropriate state vehicle registration certificate.
4. Persons holding current state disabled parking placards, tags or Disabled Veterans license plates will receive the standard parking access card and will pay the regular parking fees.

5. Replacement parking access cards will be issued for \$25.00 if lost or stolen. Broken card will be replaced at no charge, provided they are returned to _____.
6. When the original parking access card is not returned or the aforementioned actions are not taken, the replacement fee will be the full fee in effect at the time of the replacement. This also applies to cards that are reported lost or stolen; a _____ Lost Card report must be filed.

Section 2.2 Displaying Parking Access Cards

1. Issued parking access cards are to be immediately affixed to the vehicle registered. Parking access cards must be placed inside on the left side of the front vehicle windshield.
2. Parking access cards are issued to a specific contract parker and may only be transferable to vehicles under their control.

Article 3. Regulations Governing the Operation of Motor Vehicles within the Facility

Section 3.1 Parking Regulations

1. Parking in the _____ Facility is restricted to individuals who have properly contracted parking with _____ and who display parking access cards, homeowner's, tenants, and visitors. All other vehicles will be considered illegally parked.
2. Certain parking spaces in the facility are designated "Reserved Parking" and are intended for the use for which they are reserved. These "Reserved Parking" spaces are marked by appropriate signs and times the reserved status is in effect.
3. Service areas are to be occupied only by service vehicles.
4. The following practices are specifically prohibited:
 - Double parking.
 - Parking so as to completely or partially obstruct two parking spaces. Every vehicle must be parked between the lines of a single space.
 - Parking on sidewalks, curbs, crosswalks, or other areas not specifically designated for parking.
 - Parking in driveways, blocking roadways, obstructing traffic, and blocking parked vehicles.
 - Parking in fire lanes, within ten (10) feet of fire hydrants, in loading zones, and in areas marked as "No Parking Zones".
5. It is the responsibility of the motor vehicle operator to find a legal parking space. Lack of convenient parking spaces is not considered a valid excuse for violations of any parking regulation.

6. The fact that a person may park or observe others parked in violation of the regulations without receiving a citation does not mean that the regulations are no longer in effect. Parking is permitted only in designated areas and only in accordance with posted signs.
7. The absence of a "No Parking" sign does not mean parking is permissible in an area.
8. Vehicles are not permitted in areas or spaces closed by use of cones or other traffic control devices.
9. The following offenses shall be ticketed as parking violations:
 - a. Parking in a no parking zone or loading zone.
 - b. Parking out of assigned nesting area beyond the appropriate grace period.
 - c. Parking in a reserved space.
 - d. Parking which blocks traffic.
 - e. Unauthorized parking in a service area.
 - f. Blocking disabled wheelchair space or ramp.
10. The following offenses shall be ticketed as vehicle registration violations:
 - a. Failure to register vehicle.
 - b. Use of a parking access card obtained through willful misrepresentation or falsehood.
 - c. Failure to attach parking access card in accordance with instructions.
11. Only minor or emergency repairs may be made to vehicles parked in the _____ Parking Facility.

Section 3.2 Hours of Regulation

Except as noted herein, all parking regulations are in effect 24 hours a day, 7 days a week and all nested parking areas and reserved spaces are restricted to a specific user as designated by posted signs or curb markings.

Section 3.3 Towing and Immobilization

1. Vehicles are subject to immobilization if they have unpaid monthly contract balances, three or more citations or if an unauthorized, fraudulent parking access card.
2. Cost of release from immobilization is \$95.00.
3. Release is available from the Parking Office Monday through Friday, 7:00 a.m. to 9:00 p.m. At all other times from facility on-site security.
4. Vehicles are subject to being towed from the facility at the operator's expense for any of the following reasons:
 - a. The vehicle is parked in a hazardous manner: blocking traffic, crosswalks, sidewalks, and disabled ramps.
 - b. The vehicle is parked in a space reserved.

- c. Failure to arrange for the release of an immobilized vehicle within 48 hours of the immobilization.
 - d. The vehicle is abandoned within the facility.
 - e. When immobilization is not appropriate due to vehicular construction.
 - f. When documentation exists that the vehicle owner has previously removed an immobilization device without authorization.
5. _____ must be notified immediately of any inoperable or abandoned vehicle. Such vehicles unreported after 24 hours will be removed at the owner's expense, unless approval to remain has been granted by _____, local police or the Management Company.

Section 3.4 Regulations governing scooters, motorcycles, mopeds, and bicycles

Motorcycles

- 1. Drivers are responsible for observing the same traffic regulations as those governing automobiles
- 2. All motorcycles, mopeds and scooters under monthly contract parked in the facility must be registered with _____. Parking access cards do not need to be displayed after parking vehicle.
- 3. Motorcycles, mopeds and scooters shall only be parked in valid spaces.
- 4. Parking motorcycles, mopeds and scooters on sidewalks or curbs is a violation.
- 5. Parking violation involving motorcycles, mopeds and scooters may result in the issuance of parking tickets, immobilization or impoundment of the vehicle.

Bicycles

- 1. Bicycle operators are responsible for observing the same traffic regulations as those governing automobiles at all times.
- 2. Bicycle parking is located throughout the facility and is designated by the presence of bicycle racks.
- 3. Bicycles shall not be parked or stored:
 - a. Within or surrounding stairwells, hallways or designated disability accesses.
 - b. Against or attached to any tree, bush or plant.
 - c. Against or attached to any electrical fixture, signpost, railing, public seating fixture or emergency exit.

Bicycle Impoundment

- 1. Bicycles found in violation or parking rules may be impounded without prior notification.

Section 3.5 Other

Any person may assist in the enforcement of the _____ Parking Facility Rules and Regulations by reporting violations to _____ or the property manager at ###-#### or ###-####. Supporting information such as the auto manufacturer, year, color, license tag number or other identifying characteristics should be given.