



## Monthly Parking Pass Agreement

Office Use Only

Customer#: _____	
Pass #: _____	
A&E District	
Hub City	
University District	
Parking Lot	

Name of Pass Holder:	
Name on Invoice (if different):	
Billing Address Line 1:	
Billing Address Line 2:	
City, State, Zip Code:	
Phone Number(s):	
Email Address:	
Vehicle Make/Model/Color:	
License Plate and State:	
<b>FOR BUSINESS ACCOUNTS ONLY - Multiple passes billed to a single account.</b>	
Name of Business:	
Address - if different from above	
Point of Contact for Billing:	
Phone Number(s):	

- **Monthly Fee:** \$\_\_\_\_\_. Amount will be prorated if purchased after the 8<sup>th</sup> of the month. Prorated amount varies and will depend upon the date pass was purchased.
- **One-time fee for deck passes only: \$7.00** The fee will be refunded when the pass is returned in good condition.
- The first month's fee, plus the refundable card fee of \$7.00 for deck passes, must be paid at time of purchase.
- Subsequent months will be invoiced to the address above. Payment can be made easily and conveniently [online.](#)
- Payment is due on the first business day of each month. Ex: The month of April will be invoiced March 1<sup>st</sup> and payment will be due April 1<sup>st</sup>.
- If payment is not received by the 8<sup>th</sup> of the month, the pass will be suspended and a \$7.00 reactivation fee will be charged. If it is a pass for a deck, the pass will be deactivated, and you will have to pay the daily fee to exit the deck. If it is a pass for a lot, the vehicle will be reported to parking enforcement and be ticketed if payment is not made at the parking meter.
- Once a pass has been suspended for non-payment, all unpaid parking invoices, including any accrued interest, plus the reactivation fee must be paid in order to restore the pass.
- There are no discounts for Holidays, Special or Seasonal Events, or Weather-Related Events when daily rates may be reduced or suspended.

- Parking Lot Hang Tags MUST be properly displayed on the rear-view mirror with the date side facing out.
- Parking Deck Passes must be swiped upon entering and exiting the deck even if the gates are raised. Failing to do so may result in being denied subsequent entry or exit.
- **Having a monthly pass does not guarantee a space. Availability is First Come, First Serve.**
- **Attempting to allow another vehicle to exit the deck with your pass is prohibited and considered theft.**
- The City of Hagerstown rents space only. No bailment is created, and the City of Hagerstown is not responsible for loss of or damage to vehicles or contents, or for personal injury.
- It is your responsibility to cancel this agreement. You will continue to be billed until the cancellation notice is received by our office. Please report any lost or stolen pass immediately.
- If you are applying for a Student Parking Pass you must provide a copy of your student ID with the agreement.

Please bring a printed copy of the completed pass agreement and a hard copy of your student ID with you to City Hall, we are unable to accept electronic versions.

I am at least 18 years of age and have read and agree with the above:

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Signature

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Date

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Print Name