DENVER
THE MILE HIGH CITY

Department of Public Works
Traffic Engineering Services
Parking Operations
201 W. Colfax Ave., Dept. 508 (5th floor)
Denver, CO 80202
p: 720-913-1735
parkingoperations@denvergov.org

Individual Monthly Parking Contract

Name:	Employee ID # :
Agency/Dept. Name:	Phone #:
Work Address:	Office Building:
E-mail Address:	
Lot/Garage Requested:	Phone #:
(Check One) ☐ Day Shift ☐ Night Shift	Regular Work Hours:
User Type: ☐ Personal Vehicle ☐ City Vehicle *(non-take home)* ☐ City Vehicle *(take home)* ☐ Carpool ☐ Disabled ☐ Motorcycle	

License Plate No.	Vehicle Year	Vehicle Make	Vehicle Model	Vehicle Color

For payments, payroll deduction is mandatory for City employees. ACH debits are mandatory for State / other government employees.

TERMS AND CONDITIONS:

1) This Contract, for monthly parking, is between the City and County of Denver ("City") and the above named individual ("Customer"). As part of this contract, the Customer agrees to all Terms and Conditions of the Contract. This contract is non-transferable, non-assumable and may not be the subject of a sublease agreement.
2) The term of the Contract is for one month and continuing thereafter on a month-to-month basis until cancelled by either party, for any reason, with ten (10) days prior written notice. If you utilize an access device, the device must be returned by cancellation date for termination to be effective. The Customer is responsible for all parking fees incurred until date of cancellation. No refunds or credits will be issued for non-use of parking privileges (e.g., furloughs, vacations, sick leave, etc.).
3) If an access device is not returned, damaged, lost, or stolen, the Customer must pay a replacement fee of $25.
4) Parking rates are subject to change with thirty (30) days written and/or posted notice. In the event that rates change, the Customer authorizes the changed amount to be deducted from their paycheck or ACH debit unless the Customer provides notice of cancellation of the Contract within ten (10) days of notice of the rate change.
5) Absolutely no overnight storage of personal vehicles is allowed. Stored or abandoned vehicles are subject to being ticketed and towed at the vehicle owner's expense.
6) The City and County of Denver does not accept vehicles in bailment or for safekeeping. The City shall not be responsible for loss to any vehicle or its contents by fire, vandalism, theft, accident, or personal injury. The City shall not have any duty and expressly does not assume any obligation to provide for the security of the parking facility or its users from criminal activity. If the Customer causes damage to the parking facility, the Customer will indemnify the City and County of Denver, Property Manager, and Parking Operator, and be responsible for all damages caused to City property.
7) There is NO proration of monthly fees. Payment is due on the 1st of the month. If full payment is not received by the **5th** of the month, a **$20.00 late fee** will be assessed and the access device may be deactivated.
8) The Customer agrees to immediately notify PW-Parking Operations of any change to his/her vehicle information, user type, or employment status. The City may cancel this Contract if the Customer has misrepresented any information contained herein.

I HAVE READ, FULLY UNDERSTAND, AND AGREE TO ALL OF THE TERMS AND CONDITIONS SET FORTH HEREIN.
Additionally, I hereby authorize the City and County of Denver to deduct monthly parking fees via payroll deduction or ACH debit for parking in the assigned lot or garage.

Signature - Customer	Title	Date

TO BE COMPLETED BY PUBLIC WORKS - PARKING OPERATIONS		Parking Effective Date:
Lot/Garage Name:	Parking Space #:	
Access Device? ☐ Yes ☐ No	Device #:	