



Parking Services
 215 North Mason Street, 1st floor, South Wing
 P.O. Box 580
 Fort Collins, CO 80522.0580
 970.221.6617
 970.416.2452 - fax
 fcgov.com/parking

CITY OF FORT COLLINS PARKING SERVICES PARKING PERMIT FORM

OLD TOWN

Full use permit	<input type="checkbox"/>
Rooftop	<input type="checkbox"/>

CIVIC CENTER

Full use permit	<input type="checkbox"/>	County Employee	<input type="checkbox"/>
Rooftop	<input type="checkbox"/>	City Employee	<input type="checkbox"/>

Please mark whether this permit is being purchased by your employer or by you.

Purchased by Employer _____ Purchased by me personally _____

Card # _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email Address: _____

Company Name: _____

Business _____ Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____

VEHICLE INFORMATION

VEHICLE 1

YEAR: _____

MAKE/MODEL: _____

COLOR: _____

LIC PLATE # _____

REGISTRATION (STATE) _____

VEHICLE 2

YEAR: _____

MAKE/MODEL _____

COLOR: _____

LIC PLATE # _____

REGISTRATION (STATE) _____



Parking Structure Rules and Information

Please read and initial to indicate you understand the information and agree to the rules.

1. **SAFETY FIRST!** The 10 MPH speed limit in the parking garage is strictly monitored. Your permit may be suspended or terminated for violation of the speed limit.

2. **PERMIT INFORMATION:** NOTE: Rates are subject to change. Check at the office for current rates.

	Full-service permit	Roof-top permit
Where can you park? ¹	LEVEL 2 AND ABOVE	Any UNCOVERED area on Level 4/5
Monthly rate	\$50.00 per month	\$30.00 per month
Early pay rate ²	\$40.00 per month	\$20.00 per month
Proximity Card deposit	\$10.00 one-time refundable fee ³	\$10.00 one-time refundable fee ³
Lost card replacement fee	\$10.00	\$10.00
Stickers – left rear window	Civic Center - BLUE Old Town - YELLOW	Civic Center - GOLD Old Town - RED
NOTES	¹ The above restrictions only apply M – F, 8 a.m. to 5 p.m. Other hours, you may park on any level. ² Must renew permit before 1 st day of the month to qualify for the lower rate. ³ Card must be returned within thirty (30) days of termination of the permit to receive refund.	

3. **TERMS and CONDITIONS for USE of PERMIT**

- Permit must be renewed prior to 1st day of the month, or you may be locked out. You will receive a discounted price if you renew before the 1st of the month.
- If permit is not renewed by the 5th day of the month, your permit may be sold to the next person on the waiting list. If you still want a permit, you may go on the waiting list.
- You cannot purchase or renew a permit if you have unpaid parking citations.
- Your permit may be locked to prevent access if you have unpaid parking citations for over 30 days.
- The permit holder may only have one vehicle in the structure at a time, and must enter and exit in the same vehicle.
- Your permit card may not be used by another vehicle while one vehicle is already in the garage.
- Any changes to your vehicle need to be called in and a new sticker may need to be obtained.
- Vehicles parked on the wrong level or in the wrong area during business hours (M-F 8 a.m. to 5 p.m.) will be issued a \$25.00 citation. The permit card may be locked and you will not be able to use it until you call the office.
- Park your vehicle headfirst into the stall.
- The purchase of your permit does not cover certain Special Events that have a fee associated. That fee will be due if you enter the structure on those days.
- No smoking anywhere within the structure.
- No vehicles longer than 19' 5" within either structure or exceeding 7' in height in CCPS or 6'7" in height in OTPS.
- Purchase of a permit does not guarantee a space will be available. While a space will be available most of the time, due to unexpected events or situations, the structure may be full and permit holders will need to find another location to park.
- Failure to follow the rules governing the use of your permit may result in your permit being suspended or terminated.

Turn form over for additional information



4. **IF YOU FORGET YOUR CARD**

Permit holders must use their permit card to enter and exit the parking structure. If you do not have your permit card with you, you must pull a ticket to enter the structure and call the office at 970-221-6617. **You must still park on your permit's designated level.** If you pulled a ticket, and do not call the office, you may be required to pay for that ticket at the hourly rate when you exit. If you attempt to exit the structure without your card or without a ticket, or do not call the office, you may be charged a lost ticket fee. The lost ticket fee is \$18.00.

5. **REFUNDS**

- Refunds will only be made for a full month. Partial months will NOT be refunded.
- You must cancel your permit prior to the first of the month to receive a refund for pre-paid permit fees.
- If you made a \$10 deposit to get a permit card, you must return the permit card within 30 days of canceling your permit in order to get the deposit returned to you.
- If your permit is terminated or suspended for failure to follow the terms and conditions of the permit, any unused full-month, pre-paid fees will be refunded to you.

6. **LIABILITY**

You are responsible for your vehicle, yourself and any occupants of your vehicle. The City of Fort Collins, Downtown Development Authority and Larimer County do not accept any responsibility or liability for loss or damage to your vehicle, any articles contained therein, or any personal injury to you or the occupants of your vehicle while it is in the parking garage. Your signature below is your waiver of any claims against said entities. City employees are not authorized to change these terms.

7. **GENERAL INFORMATION**

- The booth attendant will be happy to assist you if you have any questions.
- If a booth attendant is not on duty, you may call (970) 221-6617 during business hours.
- After hours, you may push the "Help" button on the automated pay machine in the exit lane in the garage to contact a Parking Services representative.
- You may renew your permit online www.fcgov.com/parking, by phone (970) 221-6617 or by coming by our office at 215 N Mason Street.
- It is your responsibility to lock and secure your vehicle while in the parking structure.

8. **COUNTY AND CITY EMPLOYEES ONLY**

By your signature below, you indicate that you understand there will be a monthly deduction from your paycheck for the employee portion of your parking permit (the amount may vary depending on the type of permit). If you enroll on, or prior to the 20th of the month, you will be charged the full employee portion for that month. If you enroll after the 20th, you will not be charged the employee portion until the next month. (For City employees only, you will pay the employee portion for the 1st month. After that, the employee portion will be deducted from your paycheck). You also indicate by your signature that you understand that you will be charged the full employee portion if cancellation or termination occurs anytime during the month, as the employee portion of the fee is not refundable or pro-rated. (The Effective Date of the deduction by the Larimer County Payroll Department will be the date this form is signed by you.)

9. **SIGNATURE**

By your signature below, you indicate that you have read and understand the Parking Structure Rules and Information, and you agree to comply with the terms and conditions herein. You also understand your permit may be locked, and your parking privileges may be suspended or revoked for violations of the rules and regulations.

Finally, by your signature below, you indicate that you understand it is your responsibility to obey the SPEED LIMIT in the parking garage of 10 miles per hour at all times, failure to do so may result in a suspension of your permit.

(signature)

(printed name)

(date)