



EMPLOYEE OR AUTHORIZED INDIVIDUAL MONTHLY PARKING APPLICATION/ LICENSE AGREEMENT

A. Employee or Authorized Individual information – Complete each item in this section

Last Name:	First Name:	Middle Initial:	Phone:
Address:	City:	State:	Zip:
Vehicle Make: 1. _____ 2. _____	Model: _____ _____	Color: _____ _____	License Plate NO. & State: _____ _____
Department Name & Position:			

B. HR Use Only

Access Card or Placard No. Issued:

<input type="checkbox"/>	County Courthouse Garage
<input type="checkbox"/>	MDR Parking Lot

D. Employee or Authorized Individual Certification (initials and signature required)

This document must be completed by an employee or authorized individual who wishes to park in or on a County-owned parking garage or lot (“You” or “Licensee”). You agree to pay a monthly fee and abide by the following terms and conditions, and any other applicable regulations including but not limited to the County of El Paso Employee Parking policy. This document constitutes only a license to park, and no bailment is created.

1. You are subject to any applicable parking fees or waiting lists. _____(Initials):
2. You are required to abide by any regulations assigned to specific parking facilities or lots including but not limited to hours of operation, traffic control signage or restrictions and are prohibited from exceeding the posted speed limit, driving irresponsibly, conducting major maintenance or repair jobs, blocking entrances, exits, or walking paths, parking in areas other than designated parking spaces, obstructing other parked vehicles or loading/unloading areas, and illegally parking in designated parking spaces. _____(Initials):
3. You are restricted to one parking space and all parts of the vehicle must be wholly parked within the designated parking space generally indicated by two white lines. Vehicles found to be occupying two spaces will have their wheel booted with an immobilizing device. There is a \$25.00 fee to remove the device. _____(Initials):
4. Motorcycles must be parked in regular parking spaces or in designated motorcycle parking areas. _____(Initials):
5. County vehicles must be parked in parking spaces designated for County vehicles. _____(Initials):
6. Vehicles parked for more than 30 days without apparent movement will be considered abandoned and towed at owner’s expense. _____(Initials):
7. Your monthly parking fee may be suspended temporarily during a protected leave of absence. During the absence,

your access card or placard will be deactivated until you return. _____(Initials)

8. Ground level parking spaces at the Courthouse garage are restricted to parking for Department Heads, County Administrator, and Elected Officials. These individuals are required to display an issued parking placard on the vehicle's front dashboard or on the rear view mirror. Vehicles belonging to licensees not authorized to park in these spaces are subject to an immobilizing device, a \$25.00 device removal fee, and/or removal or towing at the owner's expense. Repeat offenses may result in loss of parking privileges. _____(Initials)
9. A monthly parking garage access card or MDR parking lot placard is non-transferrable and may only be used by you for one vehicle per space. Vehicles parked in the monthly MDR parking lot must display the placard on the vehicle's front dashboard or rear view mirror. _____(Initials)
10. Misuse of the parking access card or placard will result in immediate deactivation of the card and permanent cancellation of parking privileges. Misuse includes, but is not limited to: using the parking access card to allow entrance or exit of an unauthorized individual or vehicle, loaning a parking access card to an unauthorized individual to enter or exit the facility, or using the parking access card to park more than one vehicle at a time in the parking facility. _____(Initials)
11. A \$10 fee will be assessed to replace a lost card or placard or to replace a parking access card or placard not returned to the Human Resources Department upon termination of this license. I understand and agree that the County may withhold from my pay any such fee owed by me to the County. _____(Initials)
12. Parking fee rates are established by the County's Commissioners Court. Licensees authorized to receive a discounted rate will be required to pay for monthly parking fees through the County's payroll deduction. _____(Initials)
13. Licensees parking a vehicle in violation of this policy may have their vehicle immobilized with a wheel boot resulting in a \$25.00 fee for removal or towed at the owner's expense. Repeat offenses may result in the loss of parking privileges. _____(Initials)
14. County of El Paso is not responsible for safeguarding, assuming care, custody, or control of your vehicle or its contents nor is the County responsible for any theft, vandalism, fire, or damage regarding your vehicle. _____(Initials)
15. You are responsible for damages beyond reasonable wear and tear caused by you to access card readers, access control systems, barrier gate operators, or other parking facility equipment, structures, or property. _____(Initials)
16. You are responsible for contacting the County's Human Resources Department to request cancellation of this license. Effective date of cancellation shall be the date employee notified Human Resources. Cancellation notice received after the 15th of the month will not be eligible for a partial refund. _____(Initials)

By signing, I certify I have read and understood the above provisions, and agreed to be bound by them as well as any other applicable and posted County parking terms and conditions, policies, and regulations wholly incorporated by this reference. I further certify that I have received sufficient notice that the County may withhold from my pay a fee for a lost or unreturned card or placard and authorize the County to take such action.

Signature _____ Date _____

