

# CITY OF FORT COLLINS PARKING SERVICES PARKING PERMIT FORM



<h2 style="margin: 0;">FIREHOUSE ALLEY</h2>  <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Full use permit <input type="checkbox"/></div>	<h2 style="margin: 0;">OLD TOWN</h2>  <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Full use permit <input type="checkbox"/></div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Rooftop <input type="checkbox"/></div>	<h2 style="margin: 0;">CIVIC CENTER</h2>  <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Full use permit <input type="checkbox"/></div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Rooftop <input type="checkbox"/></div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">County Employee <input type="checkbox"/></div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">City Employee <input type="checkbox"/></div>
--	---	---

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

Purchased by Employer

Purchased by me personally

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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) \_\_\_\_\_

### CITY USE ONLY:

Permit Number(s): \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

## Parking Structure Rules and Information

These rules are enacted pursuant to Section 23-140 of the Municipal Code of the City of Fort Collins to protect the safety, well-being and property of the general public using the Parking structures. 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 for violation of the speed limit.

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

- The city offers discounted monthly rates for permits renewed prior to the end of the month.
- Permits are monitored by the vehicle license plate number.
- You can park your vehicle in any space that applies to your permit type and does not have official signs or markings that prohibit parking.

	<b>Full-service permit</b>	<b>Roof-top permit</b>
Where can you park? <sup>1</sup>	LEVEL 2 AND ABOVE	Any UNCOVERED area on Level 4/5
<small>NOTE</small> The above restrictions only apply M – F, 8 a.m. to 5 p.m. Other hours, you may park on any level.		

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

- Permits must be renewed prior to 1<sup>st</sup> day of the month in order to receive the discounted rate.
- If your permit is not renewed by the 5<sup>th</sup> day of the month, your permit will be sold to the next person on the waitlist. If you still want a permit, you will be put on a wait list.
- It is your responsibility to lock and secure your vehicle while in the parking structure.
- The permit holder may only have one vehicle in the structure at a time, if multiple vehicles are in the structure, a citation will be issued.
- A permit cannot be purchased or renewed if there are any unpaid parking citations associated with the vehicle.
- 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" or exceeding 7'6" in height for FAPS, 7' for CCPS, and 6'7" for 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 for up to one (1) year. You may appeal any suspension of your permit to the Transport General Manager by filing with him/her a written statement of appeal, including the basis of appeal, no later than seven (7) days from receipt of the notice of suspension or termination. If your permit is suspended, it may be sold to the next person on the waiting list. If you still want a permit after the suspension period has elapsed, you may go on the waiting list if a permit is not available.

**4. \_\_\_\_ IF YOU CHANGE YOUR VEHICLE**

You must call in your new vehicle license plate information to (970) 221-6617 or email [parkingservices@fcgov.com](mailto:parkingservices@fcgov.com). If this is not done in advance of parking in the structure, you may be issued a citation.

**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 your permit is 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, Bohemian Companies, and the Downtown Development Authority 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 structure. Your signature below is your waiver of any claims against said entities. City employees are not authorized to change these terms.

**7. \_\_\_\_ GENERAL INFORMATION**

- Parking permits are for the exclusive use of the permit owner or a designated permit holder.
- The permit owner assumes all responsibility for the use of their permit.
- You may call (970) 221-6617 during business hours if you have questions about your permit.
- You may renew your permit online at [www.fcgov.com/parking](http://www.fcgov.com/parking), by phone (970) 221-6617 or by visiting one of our offices: 215 N Mason Street; CSU Lory Student Center – Transit Center; or South Transit Center.

**8. \_\_\_\_ PERMITS ARE NOT TRANSFERABLE TO A DIFFERENT OWNER**

Ownership of a permit may not be transferred to another person or entity. If the owner of a permit stops paying for the permit, that permit will be sold to the next person on the wait list.

**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 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.**

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)