

Colony Square Monthly Parking Agreement

Operated by Lanier Parking Solutions (REEF Parking)

1175 Peachtree St. * Suite C3 * Atlanta, GA * 30361 * (404) 888-9559 Phone * colonysquare@reefparking.com

PLEASE READ CAREFULLY

1. Parking is on a prepaid basis. Invoices are generated on or about the 15th of the month prior to parking services rendered. **Payment must be RECEIVED on or before the 5th of the current month that parking services are rendered.** Payments received after the 5th of the current month will be subject to a \$15.00 late fee **per card**. Checks returned for NSF will be charged \$45.00 per return item, plus a \$15.00 late fee (fees subject to change).
 - Parkers who contract at any time within the second half of the month will be charged a partial (prorated) fee amounting to one-half a month's fee for that month only.
 - Parkers who contract at any time within the first half of the month will be charged the entire amount for that month and subsequent months.
2. A lost card replacement fee of \$ 25 per lost card, damaged card, or for any previously functional card which cannot otherwise be made functional.
3. Reef Parking; North American Properties Inc.; North American Properties-Atlanta, Ltd.; VP4 LLC, and their successors and assigns, are not responsible for theft or damage to individuals or vehicles in the facility. No bailment is created. To reduce the chance of theft or damage, please place your personal items out of sight and lock your vehicle. **PATRONS PARK AT OWN RISK AT ALL TIMES.**
4. The holder of any access card agrees to use it for **one garage exit per garage entry**, and agrees to not allow patrons who are obligated to pay for parking to avoid payment by use of any access card, or any other remote control device, or any other access method.
5. Parkers agree to maintain garage cleanliness, to drive safely in the garage, to obey a speed limit of 5 MPH or less, and to be careful of pedestrians, vehicles, and other elements. Parking improperly and/or in an unauthorized location is not allowed. Failure to comply may result in the vehicle being relocated, booted or towed at vehicle driver's expense, and immediate revocation of driving and parking privileges on the premises.
6. Parkers acknowledge and agree that, from time to time, employers in the building may, upon request, be provided with garage access reports for the entry and exiting of Parkers in and out of the garage.
7. Rates are subject to change at any time.
8. **PLEASE NOTE:** This Agreement may be canceled upon 30 days prior written notice from either party; written notice is required to terminate parking and billing. No refunds will be given for any service provided or not used. Terminations are applicable for whole months and will not be prorated. No allowance shall be made in billing for time not used.
9. Please complete all of the information below:

Name: E-mail:

Address: Phone:

City: State: Zip:

Company: Work #: Suite #:

1) Primary Vehicle Make/Model: 1) Primary License Tag. State: Tag #:

2) Additional Vehicle Make/Model 2) Add'l License Tag. State: Tag #:

I FULLY UNDERSTAND AND AGREE WITH THE TERMS AND CONDITIONS ABOVE.

Signature: _____ Date: _____

Print Name: _____

Office Use Only

Start Date: _____ Card #: _____

Please check one of the following Add New User Parking

Delete This User's Building Access and Parking

Delete This User's Parking Only

Delete This User's Building Access Only

_____ CARD # (IF APPLICABLE)

_____ Company Name

The information contained in this form is used for building emergency and administrative purposes only. You are not required to fill out home or cell information, but if we need to reach you in an emergency this information will expedite our efforts.

TO BE COMPLETED BY EMPLOYEE:

_____ Cardholder Name

_____ Building / Suite Number

_____ Office Phone

_____ Email Address

_____ Home Phone

_____ Cell Phone or Pager

_____ Emergency Name and Contact #

_____ Vehicle Year/Make/Model/Tag #/Color *****

_____ Vehicle Year/Make/Model/Tag #/Color *****

I agree that I will not allow another individual use of my access card. I will not allow access into the building to individuals not authorized by building management and my employer. If my card is lost or stolen, I will notify building management immediately. I understand the cost to reissue lost or stolen cards are \$25.00

*****LONG-TERM OVER-NIGHT PARKING/VEHICLE STORAGE PROHIBITED.*****

_____ Signature

_____ Date

To Be Completed by Employee's Office Manager

CARD USE:

- GRANT PARKING GARAGE ACCESS
- GRANT AFTER-HOURS BUILDING ACCESS
- GRANT VALET PARKING ACCESS

_____ Authorized Signature

_____ Print Name

_____ Date

To Be Completed by Parking Dept Only:

Date Received _____ Date Completed _____ by _____

Building Access _____ Gate Access _____ Billing System _____