UTHSC-H Auxiliary Enterprises Parking Services
Contract Parking Application

New Contract Information Update Cancellation

First Name Middle Initial Last Name

Home Address City State Zip

Work Telephone# Cell Telephone# Email

UT Employee ID# Department Name & Work Address

Vehicle Information

1.

Make & Model License Plate Color
Year

2.

Make & Model License Plate Color
Year

Agreement

I understand that at initial time of sign up that I, the Contract Parker am required to pay the first time by cash, credit card or check. Depending on the date of initial sign up, the Contract Parker may be required to pay the next month's parking as well. It is the responsibility of the Contract Parker to watch their initial payroll check to verify that deductions have occurred. If deductions have not occurred it is the responsibility of the Contract Parker to notify the Parking Office. If the Contract Parker does not notify the Parking Office and his or her access card is programmed for non-payment a $10 late fee will be assessed. If paying for parking on a monthly basis, payment is due in the Parking Office by the 6th of every month for that month. If payment is received after the 6th a $10 late fee will be assessed. Individuals using an access card must be registered to that access card and it may not be sold or to transferred to anyone else. Parking refunds must be done by 4:30PM daily. Cancellations must be completed prior to the effective cancellation date. Refunds will not be issued for those Contract Parkers who wish to cancel their parking retroactively even if the access card was never used. Payroll deductions are done two (2) weeks in advance. Notice of cancellation of payroll deductions must be completed 3 weeks in advance.

I agree that I am responsible for the access card issued to me and that this access card remains property of UTHSC-H. My initial access card cost is $10 and is due upon sign-up. If my access card is lost a $10 non-refundable fee will be assessed. I understand that the current regulations and policies of the UTHSC-H and its departments of Auxiliary Enterprises and Parking Services are part of this contract. I understand that the garage is not monitored by attendants and that the UTHSC-H, and its departments of Auxiliary Enterprises and Parking Services are not responsible for theft or damage to vehicles at any of the parking areas operated and administered by UTHSC-H Parking Services. Tailgating in and/or out of the garage is not allowed. Anyone caught tailgating may be prosecuted to the full extent of the law. I agree that if I fail to use or do not use my access card properly it will not work and I will therefore be expected to pay for a lost ticket. I also understand that it is the responsibility of the Contract Parker to keep the parking office updated regarding parking contract changes such as new vehicles and contact information.

Towing is strictly enforced. UTHSC-H has the right to cancel my parking privileges at anytime if I do not follow the Rules and Policies of UTHSC-H and/or its departments of Auxiliary Enterprises and/or Parking Services.

_____
Customer Signature

Office Use Only

Date: _____ Lot Assigned: _____ Credential ID: _____

Staff: _____ Receipt#: _____

Cancellation

Effective Date: _____ Customer Signature: _____

Today's Date: _____