

CalEPA HEADQUARTERS BUILDING, I STREET MONTHLY PARKING APPLICATION

APPLICANT INFORMATION

Last Name:		First Name, Middle Initial:	
Type of Action (Select New or Delete):			
<input type="checkbox"/> NEW		<input type="checkbox"/> DELETE	
BDO (Select BDO from below):			
<input type="checkbox"/> CARB	<input type="checkbox"/> CalEPA	<input type="checkbox"/> CalRecycle	<input type="checkbox"/> DPR
<input type="checkbox"/> DTSC	<input type="checkbox"/> OEHHA	<input type="checkbox"/> SWRCB	
Business Telephone Number:		Business Email Address:	
Effective Date:		Parking Card Number:	

INSTRUCTIONS

To enroll in the CalEPA Monthly Parking Program, employees must complete both sides of this form and submit it to the Employee Transportation Unit (ETU) for processing

PAYROLL DEDUCTION AUTHORIZATION

<input type="checkbox"/> I hereby authorize the State Controller's Office (SCO) to deduct \$ _____ monthly. This authorization will remain in effect until I submit a cancellation request to the CalEPA ETU.
<input type="checkbox"/> I understand employees of CalEPA are not entitled to this parking when they separate or transfer out of CalEPA or it's BDOs.
<input type="checkbox"/> I understand I am responsible for making parking payments by personal check from effective date of parking until Payroll Deduction takes effect. Payroll Deduction is expected to start with the _____ pay period. That payment will cover parking for the month of _____.

Signing this document gives CalEPA the authority to act as your agent in authorizing the State Controller's Office to deduct the amount specified above from your paycheck for parking.

Social Security Number:							
			-		-		
Applicant Signature:				Date of Signature:			

EMPLOYEE TRANSPORTATION USE ONLY

Date:	Amount Collected:	Check Number:	ETU Initials:
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RULES AND CONDITIONS FOR USE OF SACRAMENTO PARKING PERMITS

- 1. PARKING CARD:** The parking card authorizes the parking of a single passenger vehicle or light truck in the City of Sacramento's City Hall Garage. The parking card is for use in the City Hall Garage only and no specific parking space is assigned. If the parking cardholder does not have his/her parking card when entering or exiting, he/she is responsible for paying the posted parking rates for that day. The parking card is for the sole use of the registered cardholder and is nontransferable. While every effort will be made to make sufficient parking available for all monthly parking customers, the City of Sacramento does not expressly guarantee that parking spaces will be available. Should the City Hall Parking Garage be filled such that you are unable to park using your parking access card, you shall be directed to the nearest City parking facility where parking spaces are available and you shall be entitled to park your vehicle at that facility without additional charge.
- 2. LOST OR DAMAGED PARKING CARDS:** Employees accept responsibility for parking cards until they return it. If a card is lost or damaged beyond normal wear and tear, the employee must inform the ETU via email or phone. The employee shall provide either a personal check or a money order for \$25.00 (payable to the City of Sacramento) to the ETU to replace the lost or damaged card.
- 3. RATE CHANGES:** The monthly parking fee is charged at the current market rate that the City of Sacramento offers to the general public and is subject to change at any time. A 30-day notice will be given before any such change. A change in deduction will be automatic for employees enrolled in payroll deduction.
- 4. PARKING GARAGE IOUS:** When an employee cannot exit the garage using his/her parking card, he/she should request an IOU from the attendant. Once, issued, an IOU allows the employee to exit. If the IOUs are the result of mechanical errors, employees can submit their IOUs to ETU staff, who can contest IOUs with the City of Sacramento. Employees are responsible to pay IOUs caused by user error.
- 5. LIABILITY:** Liability is limited as posted in the Parking Facility and as stated herein. The Permit holder hereby waives and releases any claim for injury, damage, or loss resulting directly or indirectly from any action or failure to act by the City of Sacramento and its employees under this agreement, including but not limited to, any loss of vehicle or contents, or any damage to vehicle by vandalism, theft, or accident. Permit holders are advised not to leave articles of personal property of any value or your parking card visible within the vehicle and agree not to hold City of Sacramento responsible for loss of property or damages resulting from loss of property left in vehicle in violation of this agreement.
- 6. PAYROLL DEDUCTION CANCELTION:** To cancel a payroll deduction for monthly parking, the parking cardholder must resubmit a CalEPA-007 form (indicating a "Delete" action) to the ETU by the tenth business day of the month and return the assigned parking card no later than the last business day of the month. Cancellations are effective the first day of the next month. There are no prorated refunds for early return of parking cards.

CERTIFICATION

I understand and agree to the terms and conditions of the CalEPA Monthly Parking Pass program. I acknowledge that if I lose and/or damage a parking card, I am responsible for paying a \$25.00 replacement fee. I understand that misuse and/or failure to adhere to and abide by the terms and conditions of the CalEPA Monthly Parking program may result in, but are not limited to, processing delays, program ineligibility, denial of enrollment, removal from the CalEPA Monthly Parking program, and/or termination of this agreement. The CalEPA and its six Boards, Departments, and Offices reserve the right to cancel monthly parking cards and to terminate this agreement for any reason with or without advance notice.

Applicant Signature:	Date:
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