



## Parking Services Terms & Conditions

1. This agreement must be signed by the individual customer parking in the deck (“the customer”) and/or by the corporate responsible party and the parker.
2. Prior to leasing a parking space in any City facility or lot, the parking customer must first pay all outstanding parking citations.
3. A non-refundable administrative fee of \$25 will be applied to new monthly spaces.
4. All parking fees are due and payable upon receipt of the monthly statement and past due on the 1st of each month. Invoices are emailed by the 16th of each month, for the following month in which the invoice is sent.
5. For more information on how to pay, please visit: [www.columbiasc.gov/parking](http://www.columbiasc.gov/parking)
6. Late fees are assessed on the 1st day of each month. Late fees are 1.5% of the total unpaid balance.
7. Facility access cards are subject to deactivation on accounts with unpaid balances by the 6th of each month.
8. Parking Services reserves the right to deactivate and/or terminate any or all monthly permits and access cards for good and just cause without incurring liability of any type to the undersigned parker.
9. Credit is not allowed and charges are not prorated for vacations, illnesses, early cancellations or other contingencies.
10. Lost/Replacement fees for access cards are \$25.00 and \$10 for hang-tag permits.
11. Fees associated with monthly payments will be detailed in each invoice issued. These fees may include, but are not limited to, service charges, late payment fees, or credit card processing fees. All fees are calculated based on the terms outlined in your service agreement and are subject to change. By continuing with monthly payments, the customer agrees to the application of these fees as itemized in the monthly invoice.
12. Any vehicle parked in a City of Columbia deck or lot without a current permit displayed on the rear view mirror facing outward will be subject to citation, immobilization/towing.
13. Accounts discontinued for nonpayment will be subject to a \$50.00 reinstatement fee.
14. The customer agrees to park in his/her assigned parking area, floor levels or designated spaces (if applicable). Failure to park as assigned without Parking Services approval may lead to citation/suspended parking privileges.
15. All monthly parkers are prohibited from parking in spaces designated as “visitor parking only”. Violators are subject to citation and/or towing at the owner’s expense.
16. Each permit is valid for one vehicle, in the designated parking facility or lot at a time. Sharing of access cards is strictly prohibited and subject to citation and/or suspended parking privileges.
17. Application for all City parking facilities/lots are subject to availability thereafter, to facility relocation (any managed by the City of Columbia) in the event parking becomes unavailable at the original parking agreement location.
18. Parking spaces are leased Monday - Friday from 8AM until 7PM for non-residential and non-special condition parking customers
19. Customers who lease spaces with the City of Columbia agree that they understand all pertinent rules and regulations regarding their permit based on this contract. Customers attempting to park at hours other than given are not guaranteed a space and subject to citation.
20. The City of Columbia is not responsible for fire, theft, loss of articles or damage to the vehicle under any circumstances. All parkers park at their own risk at all times and assume the risk of any injuries and damages.
21. Vehicles should be locked and contents secured at all times.
22. Customers must obey any and all posted regulatory signs and all other parking regulations. No changes may be made to this agreement without the written consent of the City of Columbia. Unless either party takes action to terminate, this agreement will automatically renew every six (6) months. The City of Columbia reserves the right to cancel this agreement, at its discretion, give a thirty (30) day written notice. Upon City Council approval, Parking Services reserves the right to increase parking fees after giving a thirty (30) day written notice.
23. All applicants MUST provide valid state issued driver's license and current vehicle registration. Temporary registrations will not be accepted.
24. Cancellation of this agreement must be submitted in writing and received by the City of Columbia Parking Services Department before 5PM on the 15th of the prior month. If Parking Services does not receive written notice to cancel this agreement to the date above, all subsequent charges on the account must be paid and are not subject to credit or refund. Upon cancellation, all hang-tags/access cards must be returned.