

**PENNINGTON STREET PARKING GARAGE
110 E. PENNINGTON
PARKING RULES AND REGULATIONS**

MONTHLY PARKING IS LOCATED ON THE TOP FOUR LEVELS OF THE PARKING GARAGE. ALL MONTHLY CUSTOMERS MUST GO THROUGH THE SECOND ENTRANCE GATE (ON LEVEL 3A). All parking will be on a first-come, first-served basis. The City reserves the right to designate reserved parking whenever necessary.

- Customers who have been notified that a space is available, must come to the ParkWise Office, 110 E. Pennington Suite 150 and complete the necessary paperwork and an access card and sticker will be issued. **All information provided to the ParkWise Office will remain confidential.**
- Payment for this parking facility is on a pre-paid basis, and **is due on the 1st of every month. If the payment is not made by the 6th day of the month a \$5 late fee will be incurred.** Parking at this garage is available Monday through Friday 6 a.m. – 6 p.m.
- City employees may only sign up and pay for parking privileges through the City of Tucson payroll deduction program. Credit will not be given for holidays, vacations, or other employee leave time. There is no initial start-up fee. Billing is performed on a prepaid basis.
- The pre-pay period option is also available for Pima County employees through the ParkWise Office located at 110 E Pennington Suite 150.
- Tenants of 33 N Stone must go through Pima County for their parking arrangements. Contact their office at (520) 740-3054.

Vehicle Access

Monthly customers enter and exit by automatic vehicle identification. This means that by using an advanced Radio Frequency Identification system, the system is able to identify a vehicle as it approaches the gate, allowing the parking system to authorize entry and open the gate without you having to stop and open your window. Daily customer access is by a fully automatic magnetic bar card access system. Once your AVI card is issued, the ParkWise Office will program the system to recognize it. You will also be given a sticker for your car. **THE STICKER MUST BE PLACED ON THE REAR OUTSIDE WINDOW DRIVER'S SIDE OF YOUR CAR SO A TRAFFIC ENFORCEMENT AGENT OR GARAGE SECURITY CAN EASILY SEE IT. YOU MUST PARK IN YOUR DESIGNATED AREA AS INDICATED ABOVE. FAILURE TO PARK IN DESIGNATED AREA MAY RESULT IN A CITATION AND/OR FINE.**

Access Card

When using the AVI card to enter and exit the garage, you do not have to do anything. The system will recognize it and open the gate automatically. Your ID tag should be placed on the dashboard of your car, driver's side with "TagMaster" logo side facing up. The tag should be in place prior to entering the garage for it to work. The ID-tags are the same size as a credit card and can be easily removed from the vehicle when not in use. However, should be left in your vehicle while parking in this garage. In the event that you are denied access to the parking facility due to a damaged AVI card, or other unforeseeable event, that does not permit access, please contact the ParkWise Office as soon as possible. Pending resolution of the problem, ParkWise may instruct you to park at the next available ParkWise facility. **ParkWise will not reimburse parkers denied access to a ParkWise facility for fees they incur by parking at a non-ParkWise operated facility or for failing to park where designated.**

All Pennington Street garage cardholders are 100% responsible for their access cards. For lost, stolen, or damaged AVI cards, the fee to replace them will be \$50. In the case of theft, losses, or damage, notify the ParkWise Office at 791-5071 immediately and a new access card will be issued. If the access card is found within 30 calendar days after loss, the replacement fee will be reimbursed. ParkWise will process the necessary reimbursement paper work through the City's Accounting Department. You should receive the reimbursement in two or three weeks. There is no reimbursement after 30 calendar days. Access cards that have been damaged by over use or due to the elements such as sun damage will be replaced for free. If there is any other type of damage it will be liable for the \$50.00 replacement fee.

Miscellaneous

All garage cardholders must not loan out, sub-contract, or transfer their parking card to any other individual. There is a waiting list for this facility and to circumvent this system is not fair to those waiting for parking spaces. Any abuse or violation of this will result in loss of parking privileges for duration of employment. Access cards may be used for any personal vehicle with a valid Pennington Street sticker used by the employee. However, the access card and gate system at the garage is designed to prevent an employee from entering the garage with a card and then "passing it back" to someone else for them to enter.

Rates

Per space rate in this facility is \$85.00 per month. For those with the "payroll deduction" option the amount will be \$39.23 per pay period. All other monthly parkers in the Pennington Street Garage will be charged \$85.00 per month; **payment is due on the 1st of every month.** Failure to make payment may result in your parking privileges being revoked and your access card being removed from the system. Customers who drive motorcycles will be billed at half of the current monthly rate.

Cancellation

- Upon leaving employment, or just wanting to cancel parking privileges, **the access card must be returned to the ParkWise Office, 110 E. Pennington Suite 150. You will be responsible for the monthly parking fee including the late fees until the ParkWise office has received the access card, and parking has been canceled.**
- City employees must complete a payroll deduction cancellation form in order to stop deductions from their paychecks. They must also turn in their access card to the ParkWise Office, 110 E. Pennington Suite 150.
- Pima County employees who have the pre-pay period option also need to fill out a payroll deduction cancellation form in order to stop deductions from their paychecks and turn in the access card. You will need to come into the ParkWise office located at 110 E. Pennington Suite 150 to fill out the form.
- **Failure to return your access card will result in a \$50.00 replacement fee at the time of cancellation and automatic removal of card from system**

Security

Security personnel (Monday through Friday 3:00 p.m. to 7:00 a.m., Saturday and Sunday for 24 hours and Traffic Enforcement Agents (Monday – Friday 8:00 a.m. – 5:00 p.m.) patrol this facility throughout the day. **They have been instructed to issue warnings and/or citations for those vehicles not displaying proper parking stickers, parking in reserved spaces, for improper parking practices, and for misconduct on the garage site.** Vehicles should not be left overnight unless arrangements have been made with Parkwise. Parking is a privilege and may be canceled after two warnings or citations. The decision to cancel parking privileges by ParkWise Administration is final.

The City assumes no liability or responsibility for any theft of personal property, vehicles or damage to any vehicle while parking in this facility. Be sure to follow all posted regulations. Remember to drive slowly in this facility as there are pedestrians and other motor vehicles moving about. **BE AWARE OF THOSE AROUND YOU.** Any comments, problems, complaints, or suggestions should be referred to the ParkWise Office at 110 E. Pennington Suite 150. The ParkWise telephone number is 791-5071.