TOWN HALL PARKING GARAGE
UNRESERVED PARKING AGREEMENT

Applicant herewith applies for month-to-month permit for an unreserved parking space in the Town of Leesburg parking garage. This application automatically becomes a contract between the applicant and the Town of Leesburg upon the Town's acceptance of the first monthly parking fee payment. Applicant agrees to abide by the conditions stated herein and as subsequently amended by written notice posted in the garage, mailed via certified letter to the applicant and/or posted on the applicant's vehicle. Violation of any of the conditions of this contract, or amendments thereof, shall at the option of the Town, terminate this agreement.

Applicant's Information:

Name:_____ Daytime Phone:_____

License Plate:_____ Make/Model/Color:_____

Employer (if responsible for payment):_____

Billing Address:_____

_____

1. **Parking Space:** You may park in any parking space numbered 201 or higher (any space on the second or third above-ground levels of the garage). Parking on the street level or the basement is not allowed. If you park in an unauthorized space, you may be ticketed. Repeated offenses will result in termination of this contract.
2. **Monthly Permit Fee:** Permit fee is $40.00 per month. Rent is billed on the first (1st) of each month. Payments received after the 15th of the month will be subject to a 10% late fee. Payments may be mailed to: Town of Leesburg, 25 West Market St., Leesburg, VA 20176 or delivered in person to the Finance Department at Town Hall, 25 West Market Street. Parking fees past due more than sixty (60) days will result in termination of your pass card and the applicant will be liable for all penalties and collection fees.
3. **Identification Decals:** The town will provide a decal. The decal must be applied to the rear window on the driver's side. ***Decals are mandatory.*** If requested, a decal can be obtained for a second vehicle.
4. **Cancellation of Contract:** ***Applicant will provide the town with a minimum of 30 days written notice in order to cancel this contract.*** Failure to do so may result in additional permit fees, penalties and collection fees for which the applicant will be held liable.
5. **Liability of Town:** The town will not be responsible for damages to vehicles not caused by the town. The town assumes no responsibility for vehicles or items inside vehicles.
6. **Accidents on Premises:** If you are involved in an accident in the garage, or if your vehicle is damaged while parked in the garage, you should report the accident to the parking garage attendant and to the Leesburg Police Department promptly.
7. **Pass Cards:** You will be issued one (1) pass card. Allowing another vehicle to enter or exit the garage with your pass card is a breach of this contract and may result in termination of this agreement. Pass cards must be surrendered to the Finance Department upon termination of this contract. Failure to do so may result in a $10.00 charge and collection fees.

Applicant's Signature:_____ Date:_____

For Finance Department Use Only

Date Approved:_____ Approved By:_____

Pass Card #_____