

Parking Permit Agreement: Rules & Regulations

PLEASE READ: THE PERMIT HOLDER MUST BE THE REGISTERED OWNER OF VEHICLE. Permits are considered self-managed accounts and it is the sole responsibility of the permit holder to ensure compliance. Permits **NOT renewed by the 5th of the month** will be considered “**Cancelled**” by the permit holder. Centro Parking currently has a waiting list for parking spaces; unpaid permits (for any reason: vacation, leave, short-term need, etc.) will be cancelled and issued to the next individual on the list. * **Reapplication** will be required for cancelled permits.

- Permit must be displayed on the rear-view mirror, **clearly visible** through the front windshield at all times while vehicle is parked on the premises.
- Permit holders may register a second vehicle upon payment of the appropriate fee. Only one vehicle listed on your permit can utilize a permit space at any given time (**second vehicle can be used as an alternate**). If both vehicles on a single permit are parked simultaneously, a parking notice will be issued to both vehicles. Permit holders must contact the Customer Service Department if parking a vehicle not listed on your account. Failure to do so may result in receiving a Parking Violation Ticket and/or vehicle being towed for non-compliance.
- Permit holder is responsible for transferring the permit between registered, authorized vehicles. Any transfer of permit between vehicles other than those registered is prohibited. Permit holder is responsible for keeping permit and vehicle information up to date. If you are using a vehicle that is not registered on your permit account, you must call our Receptionist at 315-442-3333 in advance before parking the vehicle in our facilities.
- Permit is valid only at station indicated on permit.
- Permits are not transferable.
- All individuals using the parking facility must observe all posted rules, regulations, and signs at the facility as well as the directions of the Operator. Violation of these rules will result in loss of permit privileges, and/or towing of vehicle.
- Vehicles should be locked at all times with personal items secured. In the event of an emergency, call 911.
- Centro Parking, Inc. is not responsible for any loss and/or damage by fire, theft, collision or any other cause to any vehicle, or part thereof, or the contents of any vehicle.

These parking rules and regulations are subject to change at the discretion of Centro Parking, Inc.

