



PLANT MANAGEMENT DIVISION
 50 Sherburne Avenue, Room G-10
 St. Paul, MN 55155
 651-201-2300
www.mn.gov/admin

STATE EMPLOYEE NON-PAYROLL DEDUCTION PARKING CONTRACT

(Do not complete the shaded areas below)

| | | | |
|---|---|---------------------------------------|--|
| 1. NAME (Last, First, MI) | | 3. VEHICLE: (up to three vehicles) | |
| 2. SOCIAL SECURITY NO. (9-digit) (OPTIONAL) | | License #: 1. _____ 2. _____ 3. _____ | |
| | | Make: 1. _____ 2. _____ 3. _____ | |
| | | Model: 1. _____ 2. _____ 3. _____ | |
| | | Year: 1. _____ 2. _____ 3. _____ | |
| 4. DEPARTMENT/DIVISION | 5. COMPLETE WORKING ADDRESS (bldg name, street, city, zip code) | | |
| 6. HOME ADDRESS (street address, city, state, zip code) | | | |
| 7. WORK TELEPHONE (include area code) | | 8. HOME TELEPHONE (include area code) | |

I agree to the following:

I have read the terms and conditions and agree to abide by the same.

I agree to pay the State of Minnesota, Department of Administration, the established rate for utilizing the parking facility. I understand that parking rates are subject to change. I will be billed at the beginning of each month for the parking contract. Payment is due within thirty (30) days.

I understand that this contract becomes effective upon receipt of my Parking Identification Tag and copy of the initialed contract and shall remain in effect until the parking contract is duly canceled and the Parking Identification Tag returned to the Plant Management Division. Charges will continue to incur until the Parking Identification Tag is returned.

I understand that I am not required to furnish my Social Security number. If furnished, it will remain private and will only be used within Admin. If SS# is not provided, the contract application will be rejected since it cannot be processed electronically.

Parking in Capitol Complex parking facilities for state employees is considered temporary based on availability of parking. In the event of displacement due to parking demands or building construction/demolition, there will be no guarantee or provision of alternate parking. Parkers will receive at least thirty (30) days' notice of displacement before the parking contract will be duly canceled. I agree to make other parking arrangements.

| | | | |
|--|------|------------|-----------------|
| 9. EMPLOYEE SIGNATURE | | | 10. DATE |
| FACILITY: | ID # | PASSENGERS | DATE |
| INITIAL RECEIPT OF PARKING IDENTIFICATION TAG: | | | DATE INITIALED: |

TERMS AND CONDITIONS

This parking contract is valid during business hours unless noted to the contrary and will remain in effect unless cancellation is requested by the contract holder or initiated by Plant Management under the procedure set forth below or there is cancellation or suspension "for cause". "For cause" may include, but is not limited to, the following: the fraudulent creation or alteration of a Parking Identification Tag or permit; serious or repeated disregard of the parking rules, other parking restrictions contained herein, parking misuse or abuse, or parking signage requirements; parking in a parking facility not assigned per contract; use of a Parking Identification Tag by the contract holder or another individual that was reported as lost or missing by the contract holder; and failure to meet the payment requirements of the contract. Contract holders will be entitled to an appeals process for the cancellation or suspension. If at a future date reinstatement of parking is to be granted, all outstanding money must be paid in full prior to re-issuance of the parking contract.

This contract entitles the contract holder to park in any available stall, except disabled, metered or service spaces, in the assigned parking facility per contract. This contract does not entitle the holder to any specific numbered space or an assigned parking stall.

Only one vehicle will be permitted at any one time per the contract. A valid Parking Identification Tag or daily parking permit must be properly displayed on each vehicle authorized to park. Any vehicle without the proper Parking Identification Tag or

daily parking permit displayed will be considered in violation of the parking rules and may result in ticketing and/or towing of the vehicle.

The State reserves the right to move or reassign parking contracts to other parking facilities when necessary to meet parking demands, legislative directives, changes in parking policy, or to respond to construction/repair projects. These moves or reassignments may be temporary or permanent changes.

Parking violations, infractions or fraud may result in ticketing, towing, wheel lock, impounding, criminal theft of state funds or fraud charges by Capitol Security, restitution for parking charges, suspension/cancellation of parking contract, and/or department human resource notification of parking infraction.

Contract holders shall notify Plant Management of any work/home address, work/home telephone number and/or name changes.

If a Parking Identification Tag is forgotten, the contract holder must secure a daily parking permit from Plant Management for the day(s) required. There is no charge for issuance of the daily parking permit. If the contract holder parks without the proper Parking Identification Tag or daily parking permit displayed, the vehicle will be considered in violation of parking rules and may result in ticketing and/or towing of the vehicle.

There is a replacement charge for a lost or missing Parking Identification Tag. If the Parking Identification Tag reported as lost or missing by the contract holder is later found in use, the contract holder's parking privileges may be canceled or suspended "for cause". If the missing Parking Identification Tag is later found by the contract holder, it must be returned to the Plant Management Division. If returned within three months of the replacement date, the replacement charge will be refunded.

When the Department of Employee Relations declares a snow emergency, contract holders electing to come to work should park in a one of the Capitol Complex ramps. Capitol Security should be notified of the contact holder's location upon arrival at the worksite.

There will be no unauthorized overnight parking in any State parking facility. Unauthorized vehicles may be ticketed and/or towed or impounded.

The parking facilities are in a high-risk crime area. The State assumes no responsibility for the contract holder's personal safety or loss by fire, theft, or damage to the contract holder's vehicle or its contents while entering, leaving or parking in a facility. Escort services to/from the contract holder's vehicle are available by calling Capitol Security.