



INFORMATION GUIDE
PART-TIME EMPLOYEE DEBIT PARKING PROGRAM
DEHART STREET GARAGE
ANN/BANK GARAGE
DALTON GARAGE

Please read the following information which is intended to familiarize you with the operating procedures of the PART-TIME EMPLOYEE DEBIT PARKING PROGRAM.

The Morristown Parking Authority offers a part-time debit card for employee parking in our parking garages. The part-time debit card offers substantial discounts for employees who do not work full time. As a part-time employee debit parker you will be issued a coded Scan Card keyed to the Card Scan device. When passed by the card reading device the Scan Card will activate the gate arm upon entrance to or exit from the facility.

Funds must be available in your account at all times to cover your parking needs. If you are prohibited from entering or leaving the garage due to a lack of funds, you will be charged a \$10.00 reactivation fee along with any negative balance. A credit card will also be required to be on file for future automatic account replenishment.

1. **NEVER** attempt to pass your Scan Card to another individual. This is an anti-pass-back system and the card will not work again unless you have exited from the facility first. The anti-pass-back feature is offered as a protection to you as a legitimate parker. Purposeful attempts for interchange and multiple use of cards constitutes a theft of service, and will result in the immediate revocation of one's parking privilege and other appropriate action as provided by law. Please avoid embarrassing situations of this nature.
2. Each time you exit, even after the facility closes, use the exit lane with the gate arm in the down position and scan out. You must scan your card past the card reading device in order to enter again. Scan your card upon each entry and exit or the fee will continue to calculate, regardless of the gate being up or down.
3. The Scan Card is clearly identified with a serial number. Each garage (Dalton, Ann/Bank and DeHart) has a specific card, they are not interchangeable and you will only have access to the assigned facility.
4. Rates are \$.50 per hour. You may purchase time as needed.
 - A one-time refundable parking scan card deposit of \$15.00 is required. When you first obtain your scan card it must be done in person. They cannot be mailed.
 - Scan cards are not transferable.
 - For employee parking only.
 - A part-time debit card is a real advantage for the user in that there is not a time restriction on the use of a card. Like the EZ Pass System you pay as you go, and recharge your card when your balance is low.
 - Upon entering the garage, pass your scan card no more than three inches (3") from the card reading device. Assuming that your card is active, the gate will rise for you to enter.
 - When exiting, once again, pass your scan card no more than three inches (3") from the card reading device. Assuming that your card is active, the gate will rise for you to exit. Your scan card will automatically debit the charge at 30 minute intervals, and the balance remaining will be displayed.
 - **Please Note: You must scan your card at all times or the fee will continue to calculate, regardless of the gate being up or down. (see #2 above)**
 - Good at assigned facility only.
5. If you are parking a commercial vehicle, please enclose a copy of the vehicle's registration and proof of current insurance coverage with your next payment. Commercial vehicles may not be parked overnight in any Parking Authority facility.
6. Our lots are designated for parking, the storage of vehicles at any parking facility is expressly prohibited as is conducting any business, (e.g. mobile phone installation, vehicle maintenance).

7. **LOCK YOUR CAR!** We are mindful of the need to provide reasonably priced parking and thus have elected *not* to insure your vehicle, or the contents therein. This decision enables us to maintain a relatively low monthly rate. Please insure your own vehicle.
8. The Parking Authority reserves the right to remove, at the owners' expense, any vehicles improperly parked (e.g. blocking access lanes, impeding the movement of other vehicles or parked in a prohibited area).
9. While we make every effort to protect our parkers' property, we accept no responsibility in the event of loss or damage to the vehicle covered by the permit, or its contents, or injury to operator or passenger thereof. **YOU HEREBY RELEASE AND WAIVE ANY CLAIM AGAINST THE PARKING AUTHORITY FOR ANY LOSS OR DAMAGE TO THE VEHICLE OR ITS CONTENTS AND/OR ANY CLAIM RESULTING FROM YOUR INJURY OR SEVERE BODILY HARM, OR PASSENGER'S OR OPERATOR'S INJURY OR SEVERE BODILY HARM.** You also agree to defend (by counsel acceptable to the Parking Authority), indemnify and hold the Parking Authority harmless from and against any claim, liability, damage, loss, cost or expense (including, but not limited to, reasonable attorneys' fees) arising from or related to (i) any bodily injury (including severe bodily harm) to the operator or passenger of the vehicle covered by the permit, (ii) any property damage to the vehicle covered by the permit or its contents, or (iii) the willful misconduct, negligence, or acts or omissions of the operator or passenger of the vehicle covered by the permit.
10. The Parking Authority reserves the right to transfer monthly parkers to other parking locations as it deems necessary to provide for additional short term parkers and/or contractual obligations.

IT IS VITALLY IMPORTANT for our records that we have your current business and home address, daytime telephone number, email, and license plate number to assist us in assisting you in the event of any emergency involving you or your vehicle.

Should you wish to terminate your participation in the Debit Parking Program, please return your scan card to the Parking Authority office for the \$15.00 refund. If your account balance is greater than \$10.00, any unused balance will also be refunded. Debit Card Balances less than \$10.00 are not refundable!

PLEASE BE ADVISED:

All refunds MUST be claimed within 90 days of the termination date or will be considered abandoned and non-refundable.

Accounts that are inactive for six months or greater are not refundable.

Should you have any questions, suggestions or comments, please contact The Morristown Parking Authority office 14 Maple Avenue, Suite 101, Morristown, New Jersey 07960: Phone (973) 539-4810.

I acknowledge and understand the Part Time Employee Debit Parking Program described herein.

Signature: _____

Date: _____