

HEAL_____ POY _____ LASL_____ GAR_____ SLOT#_____

City of New Orleans
Department of Property Management
REQUEST FOR PARKING

PLEASE PRINT OR TYPE

NAME _____

DEPARTMENT _____ DIVISION _____

OFFICE PHONE # _____ VALID LA DRIVERS LIC # _____

VEHICLE INFORMATION

The following information must be completed on each vehicle that you may park in the garage/parking lot. Any vehicle changes must be reported to the Dept. of Property Management, Room 5W08 – City Hall.

VEHICLE LIC PLATE # _____

MAKE _____ MODEL _____ YEAR _____

INSURANCE CO _____ EXPIRATION DATE _____

AGREEMENT

For the privilege of parking in the City Hall Garage or Lot, I agree to the following terms and conditions:

1. I will provide and maintain a valid Louisiana driver's license.
2. I will provide and maintain *liability insurance* on the vehicle to be parked in the garage or lot.
3. I will provide and maintain current car registration.
4. I will park in my assigned space *only*.
5. ***I will not exceed 5 miles per hour at any time while on the parking lot or garage premises.***
6. I'm fully responsible for my parking device; it can't be loaned or transferred to anyone else. If my parking device is lost, damaged, or stolen, ***I will pay \$20 for a card or \$50 for a parking remote.***
7. I further understand that ***I'm completely liable for any damages*** which may occur to any vehicle or any person in the process of parking; if I am determined to be at fault.

I understand that I must adhere to all of the terms and conditions of the Parking Agreement and my failure to do so may result in the towing of my vehicle and/or loss of my parking privilege.

Under no circumstances will the City of New Orleans be responsible for the loss of any property within any vehicle or for damage to or loss of any vehicle.

Note: Should any vehicle park and they're preventing ingress to or egress from your parking in the garage or lots, please notify the Garage Administrator at 658-3600, to report the problem and request assistance in rectifying the situation.

Signature _____ Date _____