BROWN

CARPOOL APPLICATION FOR ASSIGNED DAYTIME PARKING

(An application must be completed and signed by each member of the carpool.)

Last, First, MI

(The Applicant's name must be identical to the name used for payroll purposes)

Brown Card ID SSN (required for tax purposes)

Campus Box No. Location (Bldg./Street Address)

Email Address Telephone/Ext

Job Title Staff □ Faculty □

Vehicle Information License Plate # Color Make Type

State Year

Disabilities (include disability sticker #)

Other Carpool Members 1. 2. 3.

Payment:	The fee for a Carpool Assigned Daytime Parking Permit (the "Permit") is a flat fee determined by the University. The fee may be paid only by monthly pre-tax Payroll Deductions, deducted from the first paycheck of each month. Employees on a 9-month or 10-month payroll are billed 1/12 of the amount each period; during the months they are not paid the parking deduction is placed in suspense and the total amount due is deducted from their first paycheck when they return to work. The fee is payable in its entirety regardless of whether the employee uses the permit for twelve out of twelve months or not, except in the case of new hires, who pay the monthly fee starting from the first whole month they work at Brown, and exiting employees, who pay the fee until they surrender their permit to the Parking Office on leaving Brown.
Authorization & Acknowledgement:	As a Brown University parking permit holder, I understand that permission to use the parking facilities is contingent upon my abiding by the rules and regulations set forth in the Brown University Parking Information Brochure (the "Brochure"). I acknowledge that I have received and read a copy of the Brochure and agree to comply with all parking rules and regulations. I further understand that my parking privileges may be suspended or revoked for any violation(s) of the rules and regulations. I understand that parking is provided at the sole risk of the owner of the vehicle and acknowledge that use of the Brown University parking facilities constitutes an agreement between me and the University that the University shall not be responsible or liable for any loss or damage to the vehicle, its accessories, or contents resulting from theft, fire, collision, vandalism, acts of nature or any other cause and I hereby release Brown from any such responsibility or liability. In consideration of the University's granting me the Permit, I, the undersigned, hereby authorize the Payroll Office of Brown University to make pre-tax deductions from my paycheck as indicated above and to pay the same to the Parking Office of Brown University. I further authorize the Payroll Office to continue to make deductions from my paycheck, including any subsequent increase or decrease in parking fees, until such time as I notify the Parking Office in writing to cease said deductions and I return the issued permit to the Parking Office for cancellation. I understand that my payroll deductions will not cease until I have both notified the Parking Office in writing that I wish to terminate my parking privilege and the Parking Office has actually received the issued permit. The permit may be returned to the Parking Office in person where a receipt for the return shall be issued or by certified mail, return receipt requested. I acknowledge that in the event any fines due as a result of unpaid parking tickets issued to me or my vehicle by the University for violations of University parking rules and procedures as outlined in the Brown University Parking Information Brochure are not paid within twenty one (21) days of issuance of a notice of a parking violation (whether by ticket or other form of notice), my parking privileges may be immediately suspended and my vehicle will be subject to towing at my expense if parked in a University lot. I understand that if I should dispute that I was in violation of the University parking rules and procedures, I may appeal the fine to the Parking Appeals Board within seven (7) days of issuance of the notice and a decision will be rendered within fifteen (15) business days after appeal has been received. X_____ Applicant Signature Date

Carpool Assigned Daytime Parking Permit Rate for 2009-10: $510.00 (divided equally among carpool members)

Parking Office Use Only:

Date Received:		Date Entered:	
Lot #:		Permit #:	
# of Members:		Fee per Member:	
Check Amount:		Check #:	