



## EMPLOYEE APPLICATION FOR STANDARD DAYTIME PARKING

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Brown ID: \_\_\_\_\_ Campus Box No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone/Ext.: \_\_\_\_\_

Job Title: \_\_\_\_\_ Staff Faculty

Disabilities (include disability sticker #): \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Permanent: Yes No

Vehicle Information Plate #: \_\_\_\_\_ State: \_\_\_\_\_ Plate Type: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_

Payments	<p>The fee for an Employee Assigned Daytime Parking Permit (the "Permit") is determined by your annual salary, and the parking fees can be found on the Transportation website. 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. The fee will begin the day you obtain your parking permit. You are responsible to return your permit along with a parking cancellation form to the Transportation Office upon leaving Brown.</p>
Acknowledgement & Authorization	<p>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 on the Brown University Department of Transportation website. 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.</p> <p>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 Transportation 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 Transportation Office in writing to cease said deductions and I return the issued permit to the Transportation Office for cancellation. I understand that my payroll deductions will not cease until I have both notified the Transportation Office in writing that I wish to terminate my parking privilege and the Transportation Office has actually received the issued permit. The permit may be returned to the Transportation Office in person where a receipt for the return shall be issued or by certified mail, return receipt requested.</p> <p>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 are not paid within <b>twenty-one (21) days</b> 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 <b>ten (10) days</b> of issuance of the notice and a decision will be rendered within fifteen (15) business days after appeal has been received.</p> <p>X _____ Date _____ Signature of Permit Holder</p>

Parking Office Use Only:

Date App Rec'd	Lot - Permit #	Date Assigned	PA Date	Payroll/Pd. Date	Date Released	Date Returned	Notes