



Discount Parking Program for Employees of Old Town Businesses

Businesses in Old Town are invited to participate in the City's **Discount Parking Program**. Under this program, employees of approved businesses can park for \$1 at the Courthouse garage (111 South Pitt Street) after 4 p.m. Monday through Friday, and anytime on weekends and holidays.

Interested businesses can complete the attached application to participate in the program. Once approved, businesses will be notified of approval and will need to communicate to their employees about the program and how to obtain a Parking Access Card.

Applications can be submitted to the City's garage management company, USP, via email at benhar@uspparking.com or in person at 220 North Union Street garage USP staff will review the application within five (5) business days and notify the business that their application has been approved. Once a business has been approved, they can begin notifying their employees to apply for access cards through the program.

FREQUENTLY ASKED QUESTIONS:

Who can participate? Any commercial business with employees that park in Old Town. This includes restaurants, retail shops, hotels, and other businesses as approved by the City. Businesses may be excluded from the program as determined by City Staff if it is determined that the Parking Access Card has been used for non-staff or in ways outside of the intent of the program.

Where can the employees park? This program is valid for parking only at the Courthouse garage (111 South Pitt Street).

What is the discount? Parking is typically \$2 an hour, or a maximum of \$5 after 5 p.m. on weekdays as well as all day weekends and holidays. Under this Discount Parking Program, the parking rate in the Courthouse garage is **only \$1** per parking session during the approved times.

What are my obligations as a business? By participating in the program, businesses must agree to provide a point of contact that will be responsible for communicating information about the program for their employees and verify employees on a quarterly basis.

Is there a fee to participate? No, this program is free to registered Old Town businesses. The only cost is the reduced parking rate of \$1 paid by the employee for parking in the Courthouse garage.

Where can I get more information? For questions, please contact Sheila McGraw Sheila.mcgraw@alexandriava.gov.

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Application

Business Name: _____

Business Address: _____

Business Phone Number: _____ **Number of Employees:** _____

Contact Name & Position (e.g. manager, owner): _____

Email: _____

To be eligible for the Discount Parking Program, please acknowledge the following statements by initialing each statement:

_____ The business agrees to coordinate with USP staff to verify employees' status of employment quarterly.

_____ The business agrees to communicate to employees that the discount parking program shall only be used for employees working at the business that day.

_____ The business understands that participation in the program does not guarantee a parking space in the garage.

_____ The business understands that the City may choose to modify or discontinue this program in the future at its own discretion.

Submit completed applications to benhar@uspparking.com with a current list of employees who will be eligible to participate in the program.