



## Discount Parking Program for Employees of Old Town Businesses

Employees of 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 employees of approved businesses can complete the attached application to participate in the program. Once approved, employees will be notified of approval and will be able to obtain a Parking Access Card.

Applications can be submitted to the City's garage management company, USP, via email at [benhar@uspparking.com](mailto: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 employee that their application has been approved. Once an employee has been approved, they can go to the Courthouse garage to pick up their Parking Access Card and top it up.

### **FREQUENTLY ASKED QUESTIONS:**

***Who can participate?*** Any employee of an approved Old Town business.

***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 an employee?*** By participating in the program, employees must agree to the four statements on the attached application form.

***Is there a fee to participate?*** No, this program is free to apply for and participate in. 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 your employer.

# Discount Parking Program for Employees of Old Town Businesses



## *Application*

**Business Name:** \_\_\_\_\_

**Supervisor Name & Position (e.g. manager, owner):** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Employee Phone Number:** \_\_\_\_\_

**Employee Email:** \_\_\_\_\_

**To be eligible for the Discount Parking Program, please acknowledge the following statements by initialing on the line adjacent to each:**

- \_\_\_\_\_ The employee agrees to coordinate with their supervisor to learn about the program and confirm the business is approved for participation in this program.
- \_\_\_\_\_ The employee agrees to only use the discount parking rate on days when working at the program-approved business.
- \_\_\_\_\_ The employee understands that participation in the program does not guarantee a parking space in the garage.
- \_\_\_\_\_ The employee 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](mailto:benhar@uspparking.com)