



## Discount Parking Program for Employees of Old Town Businesses

### *Procedure for Obtaining Discounted Parking*

1. The business must first submit the application form to USP staff and designate one main point of contact who will be responsible for communicating with the business' employees regarding setup and payments.
2. Employees interested in the program must then submit the completed Employee Application Form with their name, business they are associated with, contact information, etc.
3. Once an employee is approved, USP staff will set up their Parking Access Card and notify the employee that it is ready for pickup.
4. The employee will need to pay \$45 upon first obtaining the Parking Access Card (\$30 for the first top-up and \$15 for the card deposit fee) to the attendant in the parking booth in the Courthouse garage using a credit card, debit card, or cash and will then be given their Parking Access Card.
5. Each time an employee scans their Parking Access Card to exit the garage, \$1 will be deducted from the balance.
6. Once the balance reaches \$1, the employee will need to see the attendant at the Courthouse garage again to add value to their Parking Access Card so that discounted access can resume.
7. If an employee withdraws from the program, they must return the Parking Access Card to the Courthouse garage attendant and they will be refunded the \$15 card deposit fee.

**Please provide this information to all participating employees.**



## Discount Parking Program for Employees of Old Town Businesses

### *Procedure for Utilizing Discounted Parking*

1. Once issued a Parking Access Card, employees will use their Parking Access Card to enter the Courthouse Garage by scanning the card (see photo).
  - Must use the Courthouse Garage – 111 South Pitt Street
  - Must enter the parking garage after 4PM Mon-Fri or on a weekend/holiday
  - No overnight parking – vehicle must be removed from the garage prior to the garage closing or the employee will be charged the full rate and after-hours charges



2. Employees will scan their Parking Access Card to exit the garage and \$1 will be deducted from their Parking Access Card balance (see photo).
  - 1 parking session is allowed per Parking Access Card per day
  - Once the balance reaches \$0, the employee will need to see the attendant at the Courthouse garage to add value to their Parking Access Card so that discounted access can resume



**Please provide this information to all participating employees.**