



Discount Parking Program for Employees of Old Town Businesses

Employee Procedures for Obtaining Discounted Parking

1. Employee enters the garage and pulls a ticket from the ticket machine.
 - Must use the Market Square Garage or Courthouse Garage
 - Must enter the parking garage after 4PM Mon-Fri or on a weekend/holiday
 - Must be in a vehicle
2. Employee brings the ticket to the business to be stamped by an approved staff person.
 - **Only approved staff listed on the application are eligible to stamp and initial the parking tickets.**
3. An approved staff person writes the business number and their initials on the ticket in the space provided. The employee writes their name in the space provided.
 - **Discounted parking will NOT be provided if the ticket is not stamped or if the business number, initial, and employee name spaces are not completed.**
4. Upon exiting the garage, the employee gives the ticket to the attendant at the garage exit to receive the parking discount.
 - **DO NOT PAY AT THE CREDIT CARD KIOSK** or the full price will be applied.
5. Approved staff will maintain records of who received discounted parking, which will be provided to City staff monthly for review.

Keep this information with the stamp and provide to all participating employees.