



Discount Parking Program for Employees of Old Town Businesses

Starting May 2018 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 Market Square and Courthouse garages after 4PM Mon-Fri and anytime on weekends and holidays.

Interested businesses can complete the attached application to participate in the program. Once approved, businesses will receive a stamp that can be used to validate their employees' parking at Market Square and Courthouse garages. Approved staff at the business will stamp and initial their employees' parking ticket in the space provided. Employees will write their name in the space provided on the ticket and give the ticket to the parking attendant upon exiting the garage to receive discounted parking.

Applications can be submitted to the Department of General Services at 421 King Street, Suite 220 or via email at GeneralServices@alexandriava.gov. City staff will review the application within five (5) business days and notify the business that their application has been approved and their stamp is available for pick up. Once a business has received their stamp, they can begin using it for their employees to park.

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.

Where can the employees park? This program is valid for parking at Market Square (108 N. Fairfax St.) and Courthouse (111 S. Pitt St.) garages.

What is the discount? Parking is typically \$2.50 an hour or a max of \$5 after 5PM on weekdays and all day weekends and holidays. Under this program, the parking fee is **only \$1** per parking session.

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 administering the program for their employees and maintain monthly records about usage to submit to the City.

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

Where can I get more information? For questions, please contact Katye North at katye.north@alexandriava.gov or 703.746.4139.

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Application

Business Name: _____

Business Address: _____

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

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

Email: _____

Other Staff Approved to Administer the Stamp (first and last name and position):

Where will the stamp be kept and how will it be kept safe? _____

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

_____ The business agrees to maintain records of usage that will be provided to the City monthly.

_____ The business agrees that the discount parking program stamp will only be used for employees working at the business that day.

_____ The business agrees that only authorized staff will be responsible for administration and safe-keeping of the stamp and further understands that misuse of the stamp may result in the business being subject to paying for the difference in garage parking fees and possible exclusion from the program.

_____ 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 421 King Street, suite 220 or GeneralServices@alexandriava.gov.
For questions, please call 703.746.4139.