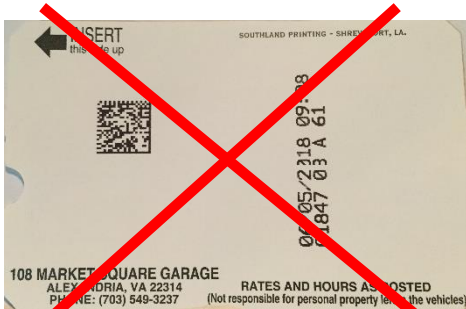


Discount Parking Program for Employees of Old Town Businesses

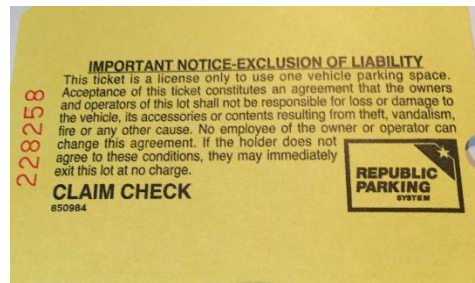
Administrative Procedures

1. USING THE STAMP:

- Stamp should be kept in a secure place and only used by approved staff listed on the application.
- Stamp the side of the ticket **WITHOUT** the bar code box and time/date. The stamp can cover the text about liability.



Do not stamp this side



Stamp this side

- A person approved to administer the stamp signs on the Stamp Manager line.
- The employee signs on the Employee Name line.

2. REPORTING REQUIREMENTS

- Use the Monthly Report Form to track when and for who the stamp was used.
- Provide a copy of the form to city staff at the end of each month for comparison with collected tickets.
- Discrepancies in tickets collected by the garage attendant and the Monthly Report Form may require further discussion between City staff and the business.

There may be fees or exclusion from the program if it is determined that the stamp has been used for non-staff or in ways outside of the intent of the program.

- Notify City staff of any changes from what was approved on the application, such as a new point of contact or additional staff approved to administer the stamp.

3. DISCOUNTED PARKING AVAILABLE:

- After 4 PM, Monday-Friday
- All day weekends and holidays

4. DISCOUNTED PARKING LOCATIONS AND CLOSING HOURS:

- Market Square Garage – 108 N. Fairfax Street
 - Sunday-Thursday: closes at 1AM
 - Friday-Saturday: closes at 2:30AM
- Courthouse Garage – 111 S. Pitt Street
 - Monday-Saturday: closes at 3AM
 - Sunday: closes at 1AM