



Bicycle Parking – Monthly Agreement

Application/Agreement

Name: _____
Last Name First Name MI

Address: _____
Street City State Zip

Phone Number: _____
Residence Work Email

Employer: _____
Company Address Phone

Parking Agreement – Rights and Responsibilities

- Locker/bike enclosure:** This key/card authorizes one (1) bicycle to park in a designated locker or bicycle enclosure at any single time. The card/key is for the sole use of the registered bicycle locker/bike enclosure renter and is non-transferable. Lockers and bicycle enclosure space are rented on a calendar month basis, running from the first through the last day of the month.
- Payment: Full payment is due on or before the 1st of each month.**
Payment Options:
 - Automatic Credit Card Deduction:** The credit card will be deducted in the first week of each month.
 - Payments by Mail:** Payments by mail must be made check or money order. Payment must be mailed to Department of Transportation, Parking Services Division, 300 Richards Blvd., Second Floor, Sacramento, CA 95811. Make checks or money orders payable to: City of Sacramento. **Please list the parking facility name and locker number (if applicable) on the check or money order.**
- Cash Customers:** Cash paying customers must visit our Customer Service Desk located at 915 I Street, Room 1214 Sacramento, CA 95814.
- Rates and Fees:** A fee will be imposed for replacement of any lost, stolen, or damaged keys or cards. Please report a lost or stolen key or card immediately to 916-808-5110. The monthly fee is subject to change, as rate and fee schedules are set by City Council Resolution. Notices of changes will be published at the facility.
- Closing Account:** Bicycle parking customers must close account by providing **written** notification to the Parking Division. No refunds will be granted to customers. Companies must close account by submitting written notification on letterhead with all the locker/card numbers listed that need to be canceled. All correspondence must be sent to Department of Transportation, Parking Services Division, 300 Richards Blvd., Second Floor, Sacramento, CA 95811 or personally delivered to the Revenue Division 915 I Street, Room 1214, Sacramento, CA 95814.
- Exceptions:** Location supervisors and/or attendants are not authorized to make or allow any exceptions to this agreement and operating regulations.
- Liability:** Liability is limited as posted in the parking facility and as stated herein. The bicycle parker releases any claim for injury, damage, or loss resulting directly or indirectly from any action or failure to act by the City of Sacramento and its employees under this agreement, including but not limited to, any loss of bicycle or contents, or any damage to bicycle by vandalism, theft or accident.
- Cancellation:** The City of Sacramento reserves the right to cancel the bicycle parking agreement without notice, upon the failure of the bicycle parker to pay any fee or charge, or to perform any act or obligation imposed or required under this agreement. The City may cancel the bicycle parking agreement for any reason by providing the bicycle parker written notice of such cancellation.

Signature: _____

Date: _____

Office Use Only

Customer Service Rep: _____ Date: _____

Accounting Rep: _____ Date: _____

New Individual Access Card Company Account Carpool

Access Card # _____ Account # _____ Participant # _____ Garage Name: _____ Amount Paid: _____