

Customer Name: _____ **Card Number:** _____

Customer Work Email Address: _____

**3415 SEPULVEDA PARKING
PARKING AGREEMENT - RULES & REGULATIONS**

Parking Operator: ABM Parking Services.

This agreement licenses you to park one vehicle in a designated area in the SEPULVEDA CENTER parking located in Los Angeles. You agree to park during the hours that the garage is open for business at your sole risk upon payment of the monthly parking rate plus a late charge if applicable. Only a license to park is granted hereby and no bailment is created. We do not provide guards or assume liability for criminal acts. We are not liable for fire, theft, damage or other loss to the vehicle or its contents, loss of use or any loss due to or attributable to bodily injury or death.

- Monthly rate for rental of parking space is payable one (1) month in advance and must be paid NOT later than the first day of each month. Payments are accepted between the 25th and 1st of the month. After the 5th day of the month, unpaid cards will automatically be deactivated, this agreement will automatically be canceled and daily-parking rates will apply. NO deductions or allowances from the monthly rate will be made for days customer does not use the parking facility. NO REFUNDS WILL BE MADE FOR UNUSED PORTIONS OF A MONTH. Mobile Access cards purchased after the fifteenth of the month will be prorated for half month only. Proration is only available to new tenant parkers. Monthly parkers are responsible for the cost to install, repair or replacement "Reserved" signs.
- For accounting purposes, the monthly rental period runs from the first day of the month to the last day of the month. **Please make checks payable to: ABM PARKING SERVICES**
- A \$10.00 fee will be required for all new Mobile Access cards. This fee is NOT refundable and must be paid in CASH at time of purchase. A fee of \$25.00 will be charged for new and replacement physical cards. This fee is also NOT refundable and must be paid in cash at time of purchase.
- Monthly parkers should not take tickets from the ticket dispenser. If you have taken a ticket to gain entrance due to your key card malfunctioning, please contact the parking office at (310) 397-1225.
- Each monthly parker is issued a Mobile Access card, which activates the parking equipment. This card is numbered, recorded and assigned to a specific parker only and cannot be transferred or reassigned without the parking office's consent. Under no circumstances should a monthly parker render, exchange or assist any other parkers or visitors to gain entrance or exit with their key card. Monthly parking privileges will be forfeited and the key card will be voided immediately. Furthermore, the monthly parker will be required to pay the other person's parking fees if this practice is observed.
- ABM Parking Services reserves the right to collect all non-valid key cards.
- Customer agrees to follow the instructions of garage personnel and posted signage.
- Customers leaving their keys with the attendant must take a ticket in exchange for door and ignition keys. This will allow proper identification of keys. Lost tickets require completion of lost ticket report and ID is required.
- All monthly parking contracts are on a month-to-month basis unless stated otherwise in your lease agreement.
- SIC-Sepulveda Center, LLC & The Swig Company, LLC and ABM Parking Services are not responsible for contents of vehicles parked in the facility. Please do not leave key card or other valuables in plain view.
- When ABM Parking Services employees provide assistance (valet, tandem, stack), please do not submit all keys. ABM Parking Services will not be responsible for keys other than the ignition and door key.
- **General Garage Rules:** Maximum speed limit is 5MPH. Compact stalls are for compact cars only. Park within marked stalls. Observe all stop signs. Violation of any garage rules may result in a violation notice. A second notice may result in the loss of parking privileges. There is no smoking allowed in the parking garage.

- **Garage/Parking Attendant Hours:** Monday through Friday from 8:00 am to 6:00 pm. After the parking garage is closed, please contact building security at 310-391-7533 for assistance.
- Visitor parking is designated and reserved for use by visitors only. Tenant daily parking is prohibited. Violators are subject to posted daily rates.
- Please contact the parking office immediately when changing vehicles (i.e. new car) or deleting a key card.
- Tenant's visitors with lost tickets must pay all day prevailing daily rate. **NO EXCEPTIONS.**
- **No overnight parking or storage of vehicles is allowed.** If vehicle is to be left over 24 hours, please notify the parking office in writing. All unauthorized vehicles will be impounded at owner's expense. ABM Parking Services does not assume responsibility for vehicles left in the garage.
- For damage claims to be considered, all damages must be reported in writing to the parking office before leaving the facility.
- Vehicles will only be released to owners unless an authorized release is submitted in writing to the parking office.
- All keys left after the levels are closed may be picked up from building security located in the building lobby.
- No unauthorized outside services such as: mechanical repairs, tune-ups, oil changes, window tinting, installation of phone, stereo and car alarm, washing, detailing, etc. will be allowed on the premises.
- The monthly parking Mobile Access card supplied entitles the assigned parker to occupy one (1) parking stall. The Mobile Access card must be used to enter and exit the parking garage at all times.
- By accepting (with or without your signature) a Mobile Access Card for 3415 S. Sepulveda parking garage you accept the parking rules and regulations mentioned above. Failure to comply with the aforementioned Rules and Regulations may result in a loss of parking privileges.

This is your entire contract and no ABM Parking Services employee may modify or waive any of its terms.

Primary Car _____ Car License Number _____

Model / Year _____ Color _____

Alternate Car _____ Car License Number _____

Model / Year _____ Color _____

Company Name _____ Company Phone _____

Company Address _____ Suite _____

I AGREE TO ACCEPT PARKING PRIVILEGES BASED UPON THE ABOVE CONDITIONS.

Customer Name: (Please Print) _____

Customer Signature _____ Date _____

For Office Use Only

Card Number: _____ **KC Fee:** _____ **Company:** _____ **Individual:** _____

Parking: R / U / T Structure _____ R / U / T Basement _____ Elevator: Floor _____