

300 Convent Parking Garage Rules and Regulations

- Each person (a “Contract Parker”) who has monthly contract parking in the 300 Convent garage will be issued an e-Go Tag, which is used to operate the gates when entering or exiting the garage. **A valid e-Go Tag is required for entry into the parking garage.** An e-Go Tag will be issued to each parker at \$25.00 each. Additional e-Go Tags may be purchased at \$25.00 each, however only one e-Go Tag per person will be allowed and recognized by the system per day. Lost or damaged access devices are available for a fee of \$25.00 each. If you have a Texas Toll Tag, it can be programmed in the system to act as an e-Go Tag. You will need to provide the number to ACE Parking. The e-Go Tag is used to operate the gates when entering and exiting the garage and **are required to be properly adhered to the upper LEFT side of your windshield just below the oil change sticker to allow for a proper read.** The windshield acts as an antenna allowing the signal to reach the reader to open the gate. If you do not remove the backing and properly adhere the e-Go tag to your windshield, we cannot guarantee a proper read providing access to the parking garage. Also, if you continue to handle the e-Go tag, it will, possibly fail to operate and you will be required to purchase another e-Go tag at vehicle owner expense. You must scan in to be able to scan out. Attempts to use the access device for double entry or exit will cause the access device to deactivate.
- Monthly parking fees are due on or before the first of each month. Any card that has been deactivated due to non-payment and/or parking violations will be subject to a \$25.00 reactivation fee.
- Please be aware that parking rates are subject to change.
- Parking spaces in the garage are available on a **reserved** and **non-reserved** basis. Unless you have been assigned a reserved parking space, please do not park in reserved parking. Reserved parking is clearly identified with "**Reserved Signs**". Non-reserved parking is available on a first come, first serve basis. Please be advised that violators who park in an unassigned reserved parking space are subject to losing their parking privileges.
- Visitor parking is located on the second level of the garage and is limited to 2-hour visitor parking. In the event you have all day visitors, please have them park in non-reserved visitor parking spaces on the Fourth Level. **All tenants and employees must park in non-visitor parking.** Please note if you employed by a tenant in the building, even if you pull a daily ticket, you are **NOT** a visitor, you are a tenant and required to park in tenant parking, not visitor parking. Please be advised that violators who park in visitor parking are subject to losing their parking privileges.
- Contract Parkers must notify ACE Parking of vehicle or license plate changes.
- If a Contract Parker expects to take an extended leave of absence of one month or more and will not be using his/her card during this time, Contract Parkers may arrange with ACE Parking to suspend the card during such leave of absence. To qualify for a suspended fee arrangement, the Contract Parker’s access card will be deactivated during the suspension period. All suspended cards will be subject to the waiting list upon reactivation.
- When another car has entered or exited ahead of you, allow the gate to begin its downward motion before pulling up to the access gate. Failure to do so could cause the gate to come down prematurely and cause damage to your car. Management will not be responsible for any damages to your vehicle. Approach the gates **slowly** to allow the overhead reader to detect your device.
- When entering the parking facilities, all directional arrows are to be followed. Do not pass a vehicle while driving in the parking garage. All parking shall be **"Head in Parking"**. Maneuvering to back

vehicles into a parking space can be dangerous to other drivers or pedestrians. The flow of traffic and the parking spaces are designed for "Head in Parking" only.

- The parking of a vehicle for more than 48 consecutive hours is not permitted.
- For your safety and the safety of others please observe posted signs and markings regarding speed, stop signs, traffic lanes, reserved parking, no parking, parking stripes, etc. Please be sure your vehicle is parked within the lines of your space. The height clearance in the garage is 6'11". Please keep in mind any vehicle accidents in the parking facilities are to be addressed between the vehicle operators as the Building Owner and Property Management are not responsible for property damage to vehicles in the parking facilities.
- **The speed limit in the garage is 5 MPH.** Speeding in the garage is very dangerous for pedestrians as well as other drivers.
- Building Management reserves the right to rescind these rules, make changes, or make other rules and regulations for the safety, care and cleanliness of the garage and for the preservation of good order.

Tenant Name: _____ Suite #: _____

Applicant Name: _____ Date: _____

Applicant Signature: _____