

SCANNET

PARIS



**MORGAN STREET GARAGE**

ACCESS CARD# \_\_\_\_\_

LOCATION NUMBER - #5430513

DRIVER LICENSE VERIFIED BY \_\_\_\_\_

START DATE \_\_\_\_\_

**CCC VEHICLE PARKING REGISTRATION. (STUDENTS)**

DATE \_\_\_\_\_

NAME OF PARKER \_\_\_\_\_  
LAST FIRST

ADDRESS \_\_\_\_\_  
NUMBER STREET

CITY STATE ZIPCODE

TELEPHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

STUDENT ID# \_\_\_\_\_ FACULTY \_\_\_\_\_ STAFF \_\_\_\_\_

**VEHICLE INFORMATION**

VEHICLE 1: MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_

PLATE# \_\_\_\_\_ STATE \_\_\_\_\_ YEAR \_\_\_\_\_

VEHICLE 2: MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_

PLATE# \_\_\_\_\_ STATE \_\_\_\_\_ YEAR \_\_\_\_\_

If I am a key card holder, I fully understand that I may have to pay a \$15.00 fee for any lost or broken key card replacement. This agreement is a personal license to the holder enabling you to park your vehicle at this facility at your own risk. I understand that the garage doors are un-locked during the weekday normal business hours. Only a license is granted hereby. No bailment is created with respect to any vehicle, including its contents, on the premises of the pay parking facilities at this location. The company and its operators and employees are not responsible for any loss or damage by fire, vandalism, theft, collision or any other cause to any vehicles or part thereof. Additionally, the company is not responsible for any item or contents left inside of the vehicle. LAZ Parking encourages removing items of value from the vehicle. Customer shall have the license to park ONE of the cars listed above in accordance with the terms on their parking privileges. This license shall be subject to the rules and regulations of the Parking Facility as stated from time to time by the Owners or Management thereof. (Capital Community College Students refer to the College Handbook for details.)

I have read and fully understand all conditions set forth above.

Signature of Parker \_\_\_\_\_ Date \_\_\_\_\_

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**To All Capital Community College Parking Students:**

Please note the following important policies about Parking Access Key Cards.

**Parking Access Card Use:**

- To Enter/Exit, hold the key card steady and place the key card approximately two inches from the card reader for several seconds.
- The key card **MUST** be used in sequence. If your key card was used to Enter the garage, it must be used to Exit before you are able to Enter with it again. Failure to do so will result in a "Pass Back" violation rendering your card inactive immediately.
- Even though the gates are in the "UP" position continue to use the card readers as normal. Failure to do so will result in a "Pass Back" violation rendering your card inactive immediately.
- Student Access key card is valid: 7am – 11pm, Monday to Saturday.  
No overnight parking.

**If your access card does not work:**

- Pull a ticket, park your vehicle in a regular parking space, and bring this ticket to the Garage Office in the Main Lobby. The office will determine the nature of the malfunction and make any necessary adjustments.
- If it does not show that a student is keyed in upon exit the fee will be \$12.00.

**If you forget your Access Card:**

- Pull a ticket, park your vehicle in a regular parking space and bring this ticket to the Garage Office in the Main Lobby. ***You will need to show a valid ID.*** Once the office verifies your account is current, you will receive a courtesy validation stamp on your ticket, to be given to the cashier upon exit. **We can only validate your ticket 2 times, after that we can no longer validate your ticket.**  
**We will not validate overnight tickets.**

**Replacement Access Cards:**

- To receive a replacement card please see the Capital Community College office (room#201).
- **The fee for a replacement access card is \$15.00.**

**Items for obtaining an Access Card.**

Documents needed for obtaining a parking access card.

- **Copy of Official Class Schedule.**
- **Valid Driver's License.**
- **License Plate number.**

***\*Failure to abide by the above policies may result in you being charged for the parking ticket. Attempts to bypass this system will result in possible revocation of parking privileges.***