



City Hall Garage Affordable Parking Program (APP)

For Entertainment and Service Industry Employees

Official Participant Registration Form

The Affordable Parking Program (APP) is a City of Austin initiative to provide parking accommodations at reduced prices exclusively for employees of the entertainment and service industry. Currently, APP is offered at the City Hall parking Garage (310 W 2nd St.). Each participant of the APP must agree to the following Terms of Use:

Terms of Use

1. To qualify for APP, participants must show adequate proof of gainful employment in the entertainment or service industries within the downtown Austin area (pay-to-park metered areas) upon request of the City of Austin.
2. This is a temporary program and this Contract may be terminated by the City of Austin for any reason. The City of Austin will provide a Termination Notice at least thirty (30) days prior to the termination effective date.
3. Qualifying participants will pay \$50 (includes sales tax) per access card per month in advance to the City of Austin for access to one space in the garage on a first-come, first-served basis. Payments are due on the 1st and must be made by the end of business day on the 7th of every month or access cards will be remotely canceled. Monthly use fees cannot be prorated and are non-refundable. Initial payment is due upon the City of Austin's acceptance of this registration form.
4. Qualifying participants will be responsible to pick-up their access card from the cashier's booth from 9 am to 9 pm (Wednesday through Saturday) at the City Hall Parking Garage. Employee enters the City Hall Garage and drives directly to the cashier's booth at the exit point to pick up access card (walking up to the cashier's booth is prohibited). Access card is available for immediate use.
5. Participants agree to return the issued access card upon termination of participation in APP to attendant at the City Hall Garage.
6. Qualifying participants shall provide the City of Austin with their full name, primary phone number and email address upon the request of the City of Austin (below).
 - a. Qualifying participants must make payment monthly to ensure the access card is not deactivated.

I verify I have read and accept the rules of the contract _____(initials)

- b. If the access card is deactivated for nonpayment, it may take up to 3 business days to reactivate access card at which time parking privileges are suspended.
- 7. Participants agree to be responsible for access cards. Replacing a lost or stolen access card will cost \$15. Participants are required to promptly report a lost or stolen access card so that it may be deactivated.
- 8. Each access card will grant the participant access to the City Hall garage facility during the following time frames:

**1:30 PM to 5:00 AM - Monday through Friday and
6:00 AM to 5:00 AM - Saturday and Sunday (excluding holidays).**

- 9. The City of Austin does not guarantee parking space availability. Access holders must remove their vehicles from the garage facility by 5 a.m. every day or begin to incur charges at regular garage rates.
- 10. Employees must use their access cards to enter (pulling tickets is not allowed and is considered a violation of contract rules) and exit the garage (including if the arm at the gate is in a “raised” position). If employees do not use their access cards to enter the garage, the system may not allow them to exit the garage using their access card. The system may also restrict access upon the next entry into the garage. Any employee trying to exit without an entrance will be in violation and be charged the maximum daily parking rate.
- 11. Employees must park in public parking spaces on Floors P1 and P2. Parking is not guaranteed and is subject to the availability of public spaces on a first come, first served basis with priority given to persons with business at City Hall.
- 12. Employees may only use access cards during working shifts for their verified employer. This Program is not to be used for personal use during non-working shifts and will be considered a violation.
- 13. The parking garage height restriction is 7’8”. In addition, the following vehicles are not permitted in the garage, even if they meet the height restriction: cargo vans, service body vehicles, and trucks with headache racks installed.
- 14. The parking garage is subject to video surveillance to provide a secure environment. However, the City of Austin is not responsible for any theft or damage resulting from parking within an Affordable Parking Program garage facility. The City of Austin is not responsible for damages or losses incurred by APP participants.
- 15. The City of Austin will be monitoring the garage access cards and reserves the right to revoke parking privileges at any time. Examples of incidents leading to revocation include, but are not limited to, the access card holder failing to adhere to this agreement, parking access cards being used dishonestly or not for their intended purpose, vandalism of property, or the City of Austin determining that the program no longer serves community interests.
- 16. Any instances of excessive trash or any damages to the garage building infrastructure, overhead structures, or related equipment will be investigated and communicated to participants. Appropriate charges may be assessed to the responsible parties.
- 17. City Hall garage facility access cards are the property of the City of Austin, and may not be discarded, sold for profit, traded, given, or loaned to any other individual (i.e., a roommate, friend or relative) without authorization. Sharing of access cards is not allowed or using the access card to let another vehicle in the garage. If an access card is lost, it must be reported immediately, and the participant will be charged a \$15 replacement fee.

I verify I have read and accept the rules of the contract _____(initials)

PLEASE SUBMIT COMPLETED APPLICATIONS BY EMAIL TO RACHEL ESQUIVEL

AT RACHEL.ESQUIVEL@AUSTINTEXAS.GOV OR

512-974-5690 FOR ADDITIONAL INFORMATION

APPLICATIONS MAY ALSO BE PROCESSED BY GENEVIEVE MENDOZA.

GENEVIEVE MENDOZA MAY BE REACHED BY EMAIL AT

GENEVIEVE.MENDOZA@AUSTINTEXAS.GOV OR PHONE AT 512-974-8057

The participant's signature below indicates understanding and acceptance of the above conditions.

BUSINESS OR VENUE INFORMATION – PLEASE PRINT

Business or Venue Name	Employer or Venue Manager Name	Employer or Venue Manager Phone Number
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PARTICIPANT INFORMATION

Last Name	First Name
Primary Contact Phone Number	Email
City: _____ State: _____ Zip: _____	
Participant Signature or Electronic Signature (I agree my electronic signature represents my valid legal signature and consent)	
Signature: _____ Date: _____	

CITY OF AUSTIN OFFICAL USE ONLY

City Hall Badge Access Card #	Date Paid:
Verified by (Employee Manager's Name)	Manager Verification Date:
Transportation Department Approval Name	Transportation Department Approval Date:

*City Hall Garage Affordable Parking Program Official Participant Registration Form updated October 2023
Austin Transportation Department – Parking Enterprise Division, 1111 Rio Grande, Austin, TX 78701*