

EMPLOYEE PARKING DISCLOSURE AGREEMENT

I, _____(Employee), understand that when parking my vehicle in the parking lots operated by SPS Parking (Company) I will have to abide by certain rules.

The use of a Company proximity card, tag, or sticker is needed to access the parking lot. If the employee arrives without this card, only a valid employee identification badge will temporarily be accepted in its place. The name on this badge will be verified before entrance is permitted. In these circumstances the employee will be required to park in a specially designated area. **A fee of \$25.00 will be charged for lost or damaged proximity cards.**

The employee's vehicle must occupy only one parking space. Improper parking may result in the vehicle being booted or towed. **If the vehicle is booted, a \$10.00 fee will be required for the release of the boot.** All towing expense and liability will be the sole responsibility of the operating driver of the towed vehicle. No liability will accrue to the Company or employer for towing.

Additionally,

- **Prior approval is mandatory before any vehicle is parked for more than 30 days. Failure to comply may result in booting and/or towing of the vehicle.**
- **The speed limit in the lots is 15 miles per hour and is rigorously enforced.**
- **The use or possession of drugs and/or alcohol on the premises is strictly forbidden.**
- **Parking privileges are non-transferable. Borrowing or using another's parking card is prohibited.**
- **All vehicles must be licensed and have insurance coverage that meets the issuing state's minimum requirements.**
- **Damage to or theft of an employee's vehicle or any incident occurring in the parking lot must be reported immediately, and prior to leaving the parking lot. This report must be made to the supervisor on duty. You will receive a copy of this report for your own informational purposes.**
- **Neither your employer, nor SPS Parking is responsible for your vehicle while it is parked on the premises.**
- **Fraudulent claims will be reported to the New Jersey Attorney General's Fraud Department and your employer.**

United and its contractors assume no liability for vehicle damage or theft resulting from use of this lot. Employees are allowed, but not required, to park in this lot. This parking lot is for employee passenger vehicle parking only and not for vehicle storage. Unauthorized vehicles or trailers will be removed at the owner's expense.

I have read and understand the above rules and agree to be bound by them.

Signature

Employee Number

Print Name

Date