

**WV CAPITOL COMPLEX STATE-OWNED PARKING LOTS
PARKING SPACE USE AGREEMENT**

I, _____, by signature below, agree to be legally bound by the following terms and conditions of this agreement:

1. I understand that receiving an assigned employee parking space is a privilege, not a right and I am leasing the space monthly from the Department of Administration (DOA), Parking Section and it may be taken away at any time.
2. I understand that it is my responsibility to ensure that the hanging placard I have been issued is properly displayed immediately behind the rearview mirror, in the event it will not fit the rearview mirror, I will display the placard on the dash of the vehicle while I am parked in my assigned parking space and that failure to do so shall be considered a parking violation.
3. I understand that I have the option to get a parking permit sticker instead of the hanging placard. The sticker is to be placed on the windshield of my vehicle on the driver's side, just above the inspection sticker. I will always display the sticker while I am parked in my assigned parking space and that failure to do so shall be considered a parking violation.
4. I understand that in the event my placard/sticker is damaged, I lose my hanging placard/sticker, or require an additional placard/sticker; I must contact the parking section and if applicable, pay the replacement/secondary placard fee in effect at that time.
5. If I do not have my hanging placard/sticker, it is my responsibility to notify the parking attendant(s) and park only in an area designated by the parking attendant(s) and that my failure to do so may result in issuance of a parking ticket/violation.
6. I understand that owing more than ten (10) unpaid violations issued by the DOA, Parking Section may result in any, or all, of the following:
 - a. My assigned parking space may be suspended temporarily or revoked permanently.
 - b. My assigned parking space may be deleted from my employer's parking allotment by the DOA, Parking Section at their sole discretion.
 - c. Failure to pay said tickets/violations and any applicable late fees, may result in the placement of an immobilization device (boot) placed on my vehicle until said tickets/violations and any applicable late fees are paid in full, or until I execute an assignment which complies with West Virginia Code §21-5-3, specifically authorizing that a portion of my wages be assigned to the State of West Virginia to pay said tickets/violations and any applicable late fees in full.
7. I understand it is my responsibility to ensure the monthly parking fee is paid on time via payroll deduction, by agency and or personal payment via contract set up with the DOA, Parking Section.

8. I understand that at any time, my assigned parking space may be unavailable due to various reasons such as construction, capital improvements, etc., and I will be assigned (if available) another parking space on the Capitol Complex and I will continue to pay my monthly parking fee.
9. I understand that at any time, I may opt out of having an assigned parking space and it is my responsibility to notify my parking coordinator and return my parking placard/sticker to my parking coordinator and stop payment of my monthly parking fee.

Signature of Employee: _____

Department: _____

Agency: _____

Date: _____

Lot _____ **Space** _____

Parking Coordinator: _____