

Parking Policies and Procedures

Policies and procedures pertaining to traffic and parking at Hayden Ferry Lakeside are necessary to establish safe driving conditions and the orderly ingress and egress of vehicles. The management staff fully recognizes the difficulties of this task and has sought every means possible to develop traffic and parking regulations that are reasonable. The general policies and procedures for vehicle parking at the Hayden Ferry garage were developed to provide as equitable an assignment of parking privileges as possible, and a maximum use of all parking areas consistent with the best interests of all the user groups at the facility, including employees, vendors, and visitors.

Authority and Liability:

Under the direction of the Property Manager of Cousins, who is empowered to decide traffic and parking matters not covered by the written policy, the Downtown Tempe Authority (DTA Parkit) shall implement and enforce policies and procedures governing traffic and parking matters. Cousins nor DTA assumes any liability or responsibility for loss or damage to any vehicle or its contents parked in the parking areas or facilities. The operation of a motor vehicle or bicycle on the Hayden Ferry property is a privilege granted and is not an inherent right of any staff member, vendor or visitor.

Vehicle Registration Form:

A Vehicle Registration Form must be filled out by all tenants who utilize the parking structure. The form will provide information to the Parking Authority that will allow a tenant's HID access badge to properly function at the gates. If the Parking Authority does not receive the tenants Vehicle Registration Form then any HID badge that is issued will not work at the gates.

Rules and Regulations

While parking at Hayden Ferry Garage, only marked stalls may be used. A warning may be issued for parking outside of marked stalls or for "creating a space". When a legitimate parking space is unavailable and in some cases obstructed by another vehicle, seek an alternate stall. Inability to locate a legal parking space will not excuse a parking violation.

1. All employees with rights to the Hayden Ferry Lakeside Garage must use their card for every entrance and exit. Failure to do so will result in you being charged the prevailing daily rate (repeat offenders).
2. **All tenants with an access card must park on level 2 or higher when entering the garage. This also includes tenants that are working a half day or just running up to the office for 5 minutes. Tenants that have reserved parking, please ALWAYS use your assigned stall.**
3. There will be no parking in a reserved space unless it is assigned to you. Offenders are subject to possible fines, booting and/or towing.
4. Please do not take up more than one parking space. Violators will be subject to possible fines, booting and/or towing.
5. The speed limit is 10 MPH. Speeding or reckless operation of your vehicle will result in revocation of parking privileges. This is to include on plaza and within the garage
6. Follow all directional signs.
7. These rules are in effect Monday through Sunday.

8. During event parking all tenants can use their access card to enter the facility free of event parking fees. You must have your access cards present or you must pay the event fee.
9. The tenant is responsible for the payment of any fees that a vendor may incur during their stay unless the vendor acknowledges responsibilities of any accrued charges while rendering a service. This is to include vehicle repairs such as window replacements and so on. Tenants caught using their access cards letting a vendor/visitor or coworker out will be charged the prevailing daily rate.
10. Hayden Ferry Lakeside access card holder assumes all risks associated with this card and the area it accesses. By using this card you agree to hold harmless management and its principals from all damages, personal or material, including theft while in this area. This card grants license only. No bailment is created.

Citation: The following is a list of common reasons a vehicle can be cited but not limited to;

- Parking in a HANDICAPPED space without displaying the proper valid credentials
- Parked in a NO PARKING zone
- Parked in a Fire lane
- Blocking a driveway
- Unauthorized parking in a Reserved Parking space that is not assigned to you
- Improperly parked (on/over stall lines, taking up multiple stalls)
- Vehicles not in acceptable condition (leaking fluids, disabled)
- Parking in the loading and unloading areas of the turnabouts and the garage breeze way
- Tampering with any parking equipment
- Excessive speeding

ALL vehicles found illegally parked are subject to being towed or booted at the owner's expense. Depending on the severity of the offence and/or the number of infractions a vehicle has been cited for will determine the severity of the reprimand. If an individual has reoccurring offenses, restrictions to the garage will be determined and the possibility of parking privileges being revoked. In the event a vehicle is cited for a violation, a record is created containing the registered owner's information, the reason for the citation and photographs highlighting the incident.

Steps for Citations:

- 1st offense: Warning sticker (First and Final) placed on vehicle– email office contact to notify tenant
- 2nd offense: Booting of vehicle – Fine of \$25 to remove boot
- 3rd offense: Booting of vehicle to include fine in addition to revoking garage access

If you have any questions regarding the policies and procedures pertaining to the facilities parking structure, please feel free to contact Brian Gatch the parking manager at:

Monday – Friday 8am – 5pm

P: (480)-355-6064

E: Anthony@downtowntempe.com