



**Town of Chapel Hill
Leased Parking Agreement**

TOWN OF CHAPEL HILL
PARKING SERVICES
150 E Rosemary St
Chapel Hill NC 27514
Phone (919) 968-2758
parking@townofchapelhill.org
www.ParkOnTheHill.com

LAST NAME, FIRST NAME		BUSINESS PHONE	CELL PHONE
COMPANY NAME		BILLING NAME	BILLING EMAIL
BILLING ADDRESS			
BILLING CITY	BILLING STATE	BILLING ZIP CODE	

VEHICLE INFORMATION				
MAKE	MODEL	YEAR	COLOR	LICENSE PLATE NUMBER/STATE
MAKE	MODEL	YEAR	COLOR	LICENSE PLATE NUMBER/STATE
MAKE	MODEL	YEAR	COLOR	LICENSE PLATE NUMBER/STATE

FOR OFFICE USE ONLY

Today's Date:	Account #:	Issued By:	Parking Activation Date:
Permit #:	Monthly/Semester Rate:	Replacement Fee:	Deactivation/Termination Date:
Permit Returned Date:	Parking Facility:		

Additional Information: _____

TOWN OF CHAPEL HILL
Leased Parking Permit Rules and Regulations

MONTHLY PERMITS:

Monthly Permits are issued on a month-to-month basis, and may be cancelled at any time by the permit holder or the Town of Chapel Hill by giving at least thirty (30) days written notice. Written notice to the Town should be sent to parking@townofchapelhill.org. Permits should be returned to Parking Services (150 E Rosemary St, Chapel Hill NC 27514); failure to do so may result in a \$25.00 charge.

- Monthly permit holders will receive a billing statement/invoice that is due no later than 10th day of the month. Please make check out to Town of Chapel Hill and mail payments to: 150 E Rosemary St, Chapel Hill, NC 27514, or call 919-968-2758, M-F between 8:30am and 4:15pm to pay via credit card (Visa, MasterCard or American Express). Accounts with a past due balance over 30 days will be considered delinquent and your parking permit may be revoked.

ADDITIONAL:

- The parking permit entitles you to park at your assigned parking facility for no more than 12 hours. Only Semester Leases allow permit holders to leave their cars parked for more than 24 hours.
- **(DAYTIME RENTALS ONLY)** Any vehicle left unattended for more than 48 hours continuously will be presumed to be parked overtime and is subject to be ticketed and/or tagged as abandoned. Vehicles parked more than 7 days may be considered abandoned and are subject to being towed. If unexpected circumstances arise that require your vehicle to be left for more than **12 hours**, please notify Parking Services via email at parking@townofchapelhill.org.
- **For Hang Tags:** Please display permits hanging from the rear view mirror, printed side facing the windshield, so that it may be read from the front of the vehicle. **(VIRTUAL PERMITS MAY DISREGARD)**
- Permits shall not be copied, reproduced, altered, loaned, transferred, or sold in any manner. Abuse or misuse of the permit may result in the confiscation of the permit and/or issuance of a citation and cancellation of leased parking. Replacement fee for a permit is \$25.00.
- All Permit Sales are Final.

The Town of Chapel Hill reserves the right to manage parking in its parking facilities in the best interest of the Town which may require some customers to be relocated to another parking facility if necessary.

The Town reserves the right to restrict or reserve the parking facility for special events as needed.

The Town of Chapel Hill assumes no responsibility for loss due to theft, fire, vandalism, accidents involving other vehicles or weather related damages. Contact your insurance carrier to confirm adequate coverage against such losses. Please lock your vehicle and remove any items of value from your vehicle, or from view.

The rules and regulations set forth in these instructions are subject to change. Permit fees are subject to change upon approval of the Town Manager.

My signature below indicates that I understand and acknowledge the risks associated with parking my vehicle in a public place and assume all risks associated with the loss of any personal property resulting from the parking of my vehicle in a public lot.

My signature below acknowledges receipt of a copy of these Rules & Regulations. I agree to abide by these Rules & Regulation and I understand that failure to use the permit correctly may result in revocation of the parking permit and imposition of civil and/or criminal penalties.

Signature: _____ Date: _____