

1. **Authorized MONTHLY Parkers:** Monthly PARKERS who are authorized by the Downstate Parking Office must submit all requested Parker and vehicle information to the Downstate Parking Office. Approved PARKERS will be assigned to a specific parking lot and be subject to timely payment of their applicable parking fee.
 - a. Monthly parking is solely for the authorized PARKER'S working hours and subject to assigned lot hours and capacity.
 - b. Monthly rates are not pro-rated. Parking is on a month-to-month basis, 1st of the month to the last day of the month. Parker payments MUST remain current and continuous to retain ongoing monthly parking privileges, regardless of whether you physically use it. To [CANCEL your future monthly parking \(link\)](#), eMail Parking@downstate.edu. Parkers on an extended leave of absence (verified by the applicable Human Resources Office), may request suspension of their parking access for an applicable future full month.
2. **Assigned Parking Access Sticker** may only be used by the authorized individuals that are authorized to park, and must be displayed in a readily visible manner on driver side rear window. The vehicle owner or PARKER is responsible if your vehicle has been ticketed, or removed because sticker was not identifiable. If used in any other manner, the Downstate Parking Office reserves the right to terminate PARKER'S parking privileges and PARKER may add their name to the Parking Waiting List.
 - a. Monthly PARKERS without a vehicle sticker and who are also unable to be verified by other parking record data, must take a daily attendant ticket upon entry and go to the Downstate Parking Office to validate that ticket, or pay the applicable daily rate to be able to exit.
3. There are no reserved spaces in any lot.
4. **Lot Capacity:** Upon arrival, if the PARKER's assigned lot has no available self-park spaces available, PARKER may have the option of choosing valet parking (must leave keys) with the lot Attendant until capacity is reached. If PARKER selects valet parking, damage claims will not be recognized unless customer checks condition of Vehicle with Attendant upon entering and before leaving. Lot Attendant may direct the PARKER to an alternate lot, if available.
5. **PARKERS that park their own vehicle (self-parking):** Under no circumstances can you block any other vehicle(s) or park in any designated "No Standing" area. Without exception, such violators are subject to ticket and removal at Parker's sole expense and subject to revocation of all parking privileges.
6. **Parking Monthly Payment Due Date:** Customers that fail to make monthly payment by the 15th day of each month will be subject to termination of monthly parking privileges. If terminated, to obtain future parking privileges, the monthly parker will need to add their name to end of waiting list.
7. **Additional fees**, where applicable:
 - a. Payments returned or denied will incur an INSUFFICIENT FUNDS FEE (currently \$20) per returned item plus any applicable late fee.
 - b. If either a sticker or access card is lost or damaged, you must come to the Downstate Parking office and pay for a replacement sticker or card at the current REPLACEMENT FEE (currently \$30).
8. **Vehicle storage:** No vehicle may be stored in any lot, unless specifically approved in advance by Downstate Parking Office. When approved, stored vehicles must leave a vehicle key and will not have access to their vehicle when lot is closed. Any vehicle left without payment for more than 30 days is subject to removal at vehicle owner's sole expense.
9. Lot Operator assumes no responsibility for loss through fire, theft, collision or otherwise to cars, motorcycles, bikes or contents unless caused by Lot Operator.
10. Lot Operator assumes no responsibility for damage in connection with Vehicle equipment failure.
11. If assigned to a Kings County (KCH) parking location, Parker will be subject to same terms and conditions herein and subject to any additional KCH terms and conditions.
12. These terms may be amended as warranted. Additional *carpooling guidelines* are under consideration.

Parking Waiting List: Send eMail to parking@Downstate.edu. All persons on wait list and future sign-ups are responsible for updating their contact information with the Parking Office and maintain a current Downstate eMail Address and ID card. Upon being contacted via eMail by Parking Office, the proposed parker must reply within 10 days indicating their acceptance of the parking privileges. If there is no response, the Parking Office will move to next person on waiting list. If the Parking Office has not received a response within 30 days, the person is removed from the waiting list.