

Affordable Parking Program for Downtown Entertainment and Service Industry Businesses

Application Form

The Affordable Downtown Parking Program is a City of Austin initiative to provide economical parking accommodations for employees of downtown entertainment and service industry businesses. The passes associated with this program can be used for entrance at the Waller Creek Center garage facility, located at 625 E. 10th Street. The business owner or the business owner's designated representative will agree to the following stipulations prior to receiving any passes:

PARKING PASS DETAILS FOR BUSINESSES

- The business owner or the business owner's designated representative will pay \$35 per pass per month in advance to the City of Austin for access to one space in the garage on a first-come, first-served basis. Payment will only be accepted from businesses and will not be accepted from individual employees.
- Passes will be made available for a partial month fee of \$20 if the participant opts into the program after the 15th of the month.
- The business owner or the business owner's designated representative will be responsible for pass pick-up and distribution, as well as collecting passes from employees that terminate employment. The City of Austin will not grant parking passes to individual employees.
- The business owner or the business owner's designated representative will be responsible for providing the City of Austin with the full name, phone number, vehicle make and model and license plate number for any employees that may use the pass, to be updated on a monthly basis if employees are added or removed or if vehicle or license plate information changes for any employee.
- The business owner or the business owner's designated representative may reserve passes on a month-by-month basis or longer.
- The business owner or the business owner's designated representative must renew passes associated with that business on a monthly basis in order to ensure that the spaces associated with those passes are not released to another business owner.
- Participants in the evening parking program agree to be responsible for badges. Replacing a lost or stolen pass will cost \$35. The participant is required to promptly report a lost or stolen pass so it can be deactivated upon report.
- Each pass will permit entry for one vehicle every day from 6 p.m. to 5 a.m., but the City does not guarantee parking space availability. Pass holders must remove their vehicles from the garage facility by 5 a.m. every day.
- A pass may be shared among multiple employees, so long as only one vehicle gains access to the garage per pass per night. For example, employee "A" uses the pass when working Sunday through Wednesday and employee "B" uses the pass Thursday through Saturday.
- Vehicles will enter and exit garage from 10th street only.
- Vehicles will park on the third floor and above in the garage.
- The parking garage height restriction is 6'5". In addition, the following vehicles are not permitted in the garage, even if they meet the height restriction: cargo vans, service body vehicles, and trucks with headache racks installed.

- The parking garage is subject to video surveillance in order to provide a secure environment.
- The City of Austin reserves the right to revoke parking privileges at any time and for any reason. Examples of incidents leading to revocation include, but are not limited to, the business owner or pass holder not adhering to this agreement, parking passes being used dishonestly or not for their intended purpose, vandalism of garage space or property, or the City of Austin determining that the program no longer serves community interests.
- Any instances of excessive trash or any damages to the garage building infrastructure, overhead structures, or related equipment will be investigated and communicated to the participating businesses. Appropriate charges may be assessed to the responsible parties (garage user and/or participating business).
- This pass cannot be sold for profit, traded or given to any individual who is not employed by the same, pass-issued business owner as the pass holder (i.e., a roommate, friend or relative).
- The City of Austin is not responsible for damage or losses incurred by a program participant.

All business transactions will be handled by Ravi Dhamrat who can be reached at 512-974-1217 or ravi.dhamrat@austintexas.gov. Vanessa Faulkner can also process applications and can be reached at 512-974-1563 or vanessa.faulkner@austintexas.gov.

Please keep in mind that this is a pilot program and the success of Waller Creek Center Garage could lead to other initiatives that help keep Austin’s entertainment and cultural regions vibrant and economically viable. Let’s all do our part to make the Waller Creek Center Garage a permanent parking solution for employees of downtown entertainment and service industry businesses.

The business owner’s signature below indicates understanding and acceptance of these conditions.

PLEASE PRINT CLEARLY

BUSINESS INFORMATION

Business Name	Business Contact Name		Contact Phone #	
Business Address	Business Approval Signature			
Billing Street Address	Suite #	City	State	Zip Code

BUSINESS OWNERS DESIGNATED REPRESENTATIVES

1. Name	Phone Number	Email
2. Name	Phone Number	Email
3. Name	Phone Number	Email

PARKING PASS DETAILS FOR GARAGE USERS

- The Waller Creek Center parking garage is located at 625 E. 10th Street. See attached map of garage entrances, exits, and surroundings.
- Garage users will be issued a badge that allows access to the garage from 6 p.m. – 5 a.m. any day of the week.
- Vehicle access will be through 10th Street only.
- Pedestrian access to the garage will be through the badge-controlled gate on 10th street.
- Vehicles will park on the third floor and above in the garage.
- The garage elevator is deactivated during evening hours. Garage users may access stairways located in the northwest and southeast corners of the garage during the evening parking program.
- Participants in the evening parking program agree to be responsible for badges. If a badge is lost or stolen, the garage user must immediately notify the participating business.
- The parking garage height restriction is 6’5”. In addition, the following vehicles are not permitted in the garage, even if they meet the height restriction: cargo vans, service body vehicles, and trucks with headache racks installed.
- The parking garage is subject to video surveillance in order to provide a secure environment.
- If a garage user forgets their badge, they may use the call button to contact the Austin Water Security Guard post. The guard on duty may permit garage access if the garage user’s identity can be confirmed to the Employee Information on the Program Application form. Such instances will be logged and repeat occurrences will be communicated to the participating business.
- Any vehicle that remains parked in the garage outside of the standard program hours of 6 p.m. to 5 a.m. is subject to towing at the vehicle owner’s expense. In the event that a garage user is unable to remove a vehicle from the garage by 5 a.m., they should notify the Austin Water Security Guard post at 512-972-0222.
- Austin Water will provide a clean, well-lit, secure facility for participating businesses and garage users. Any instances of excessive trash or any damages to the garage building infrastructure, overhead structures, or related equipment will be investigated and communicated to the participating businesses. Appropriate charges may be assessed to the responsible parties (garage user and/or participating business).
- This pass cannot be sold for profit, traded or given to any individual who is not employed by the same, pass-issued business owner as the pass holder (i.e., a roommate, friend or relative).
- The City of Austin is not responsible for damages or losses incurred by a program participant.
- The City of Austin reserves the right to revoke parking privileges at any time and for any reason.

The garage user’s signature below indicates understanding and acceptance of these conditions.

Name (printed):	Employer:
Signature:	Date Signed:
Employee’s Cell Phone:	Badge Number Issued:
Vehicle Make & Model:	License Plate Number:
2 nd Vehicle Make & Model:	2 nd License Plate Number: