



City of Lynchburg
Central Business District Facility Parking Permit Application

For Office Use Only:

Facility Name:	Permit Number:
Monthly Rate:	Annual Rate:
Date Issued:	Issued By:

Section I: Personal Information

Last Name:		First Name:	
Driver's License Number:			
Street Address:		APT Number:	
City:	State:	Zip code:	
Home Telephone:		Business Telephone:	
Email Address:			

Section II: Employer Information

Employer's Name:		
Employer Address:		APT Number:
City:	State:	Zip code:

Section III: Vehicle Information

1st Vehicle Make:	Model:
Year:	Color:
License Plate Number:	State:
2nd Vehicle Make:	Model:
Year:	Color:
License Plate Number:	State:

Section IV: Terms & Conditions

The permit holder agrees to the following terms and conditions:

- Permits are the property of the City of Lynchburg and may not be altered, transferred or sold.
- This permit agreement is entered into between the permit holder and the City of Lynchburg. The permit holder agrees that this agreement will be on a month-to-month basis automatically renewed upon the City receiving payment. **Parking permits paid for on an annual basis will receive a 10% discount.** If the permit holder no longer needs a permit, it is the responsibility of the permit holder to notify the City of Lynchburg in writing within 5 days of the expiration date that the permit is no longer needed.
- Permit Holder **MUST** display their parking permit when parking in the assigned parking facility. The permit **MUST BE VISIBLY DISPLAYED** on the rear view mirror. The parking permit allows access to the parking facility assigned 24 hours per day 7 days per week.
- If at any time the Permit Holder wishes to temporarily park a vehicle in the assigned parking facility other than the one(s) described in this agreement, permit holder must provide the City of Lynchburg's Parking Management Office all requested vehicle information described above to avoid being towed. **Visitor permit may be purchased for \$12.50 per week.**



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5. The permit holder shall pay the City of Lynchburg the amount due on or before the tenth (10th) of each month. **A late fee of \$5.00** will be assessed if not paid within five (5) days after the due date. Payments should be mailed to: Parking Management Office, City of Lynchburg, 900 Church Street, 3rd Floor-City Hall, Lynchburg, VA 24504.
6. Either party may cancel this permit agreement by giving notice, in writing, **not less than five (5) days prior to the date of the permit expiration with or without cause.**
7. The City of Lynchburg is not responsible and assumes no liability for lost, stolen or damaged property, including the vehicle(s) subject to this agreement, while parked in the City's parking facilities.
8. Permit holders shall not engage in any maintenance of vehicles on City owned parking facilities and shall not deposit debris or refuse or in any other way damage the property subject to this agreement.
9. Use of the permit by other than the permit holder may result in cancellation of the monthly parking privileges. Monthly parking authorization permits are non-transferable.
10. Permit holder agrees to follow the instructions of garage/surface lot personnel and/or posted signage. Failure to comply with any of the terms of this permit agreement may result in cancellation of permit access privileges.

I agree to indemnify, hold harmless and defend, the City of Lynchburg and its officers, agents, and employees, against any and all claims and lawsuits of any nature whatsoever, including claims and lawsuits for damage to property or injuries to any person or persons, including property and employees of the City of Lynchburg, arising out of my use and occupancy of the City's parking facilities.

Signature of Permit Holder

Date

Print Name