

**816 CONGRESS and 9th STREET GARAGE**  
**PARKING RULES AND REGULATIONS**

1. Landlord & Garage Manager require that the Contract Parking Agreement be submitted in Cuz Customers prior to the issuance of an access card. Garage cards are issued specifically to individuals and not to be shared with coworkers. If you need to transfer the card to another employee, please complete the appropriate work order through Cuz Customers.
2. A Garage access card or toll tag must be used for access to the 816 Congress Garage and the 9th Street Garage (“Parking Facilities”). Access cards will be distributed by the Garage Manager and are not transferable to another person without completing a new work order referenced in item 1 above. The cost of replacing any access card(s) lost, damaged (normal wear and tear excepted), or not returned will be charged to your company at a rate of \$25.00.
3. Ensure that you provide accurate license plate information when you get your card and update it with us as it changes. We utilize this information for notifications such as lights left on or illegal parking.
4. An access card or toll tag must be used at all times to operate the entrance and exit gates to the parking facilities. If your access card or toll tag does not work, contact the garage manager at 512-474-6470. It is important to remember that the access cards must be used in entrance/exit sequence in either garage.
  - Failure to execute this sequence causes the computer to automatically lock out your access card and prevents it from opening any gate until it is placed back in proper sequence.
5. Employees of tenants at 816 Congress are authorized to park in the Parking Facilities, subject to the tenant’s allotment of parking space and provisions in the tenant’s Lease.
6. All persons parking in the Parking Facilities shall observe – 24 hours per day – all posted signs and markings regarding speed, traffic lanes, yield and stop signs, RESERVED parking, visitor parking, handicapped parking, no parking, etc. and stripes separating parking spaces.
7. The speed limit in the Parking Facilities is FIVE (5) miles per hour
8. NO VEHICLE SHALL USE MORE THAN ONE PARKING SPACE AT A TIME.

Ensure that you are parked between the lines and not impeding the use of another parking space.

9. Please pull all the way forward to the wheel stop when parking so that the flow of traffic remains open.
10. Spaces are designed for front entry. Backing into spaces could potentially lead to damage of the Parking Facilities or your vehicle.
11. If you have a small vehicle, do not park in the space noted oversized. Please reserve this for trucks and larger SUVs.
12. 816 Congress is a one-way garage. Anyone going the wrong way will have parking privileges revoked.
13. Landlord will make reasonable efforts to provide parking for all types of vehicles. Certain spaces are designated for "Compact Cars Only". These are designed to accommodate compact and smaller vehicles (defined by the U.S. Environmental Protection Agency as having a Passenger & Cargo Volume of 109 cubic feet or less). The City of Austin defines "Compact Parking Spaces" as a stall width of 7'6", in lieu of a stall width of 8'6" or 9'0" for a "Standard Parking Space". Vehicles in Compact, Subcompact, Mini-compact, or smaller classes must use the designated "Compact Cars Only" parking spaces, if available. Landlord will attempt, but shall have no obligation, to provide parking for oversized vehicles if the existing oversized vehicle parking areas are full or are not appropriate for or available to the oversized vehicle(s) in question.
14. Vehicles may not be stored or left in the parking facilities overnight without prior notification and approval by parking manager and property Landlord. A few things to keep in mind:
  - If you have a reserved parking space, you may park in that space at any time and for any length of time, however we do request notice in advance for anything other than overnight parking.
  - If you do not have an assigned parking space you can leave your car for no more than 5 business days, you must park on the upper three levels of your normal garage and you must provide the following information:
    - i. Name and contact number
    - ii. Dates you will be parked (not to exceed 5 business days)
    - iii. Make and Model of your vehicle
    - iv. License plate information
  - Please send the information to Dana Rosenquist at [drosenquist@cousins.com](mailto:drosenquist@cousins.com) prior to the vehicle being left, but no later than 4:00 pm of the first day.

15. If you damage personal property, or damage any Parking Facilities' equipment, in addition to any liability you may have for any claims, damages, losses or costs arising out of any damage or violation, the Landlord/Garage Manager may cancel and terminate your right to the Parking Facilities and void, and render ineffective, your access card.
16. Landlord/Garage Manager reserves the right to close the Parking Facilities for repairs, maintenance, or modifications. No refunds will be given when the Parking Facilities are closed.
17. All persons utilizing the Parking Facilities shall refrain from leaving trash, ashtray contents, or other debris on the floors or common areas of the Parking Facilities. All persons utilizing the Parking Facilities shall be responsible for promptly repairing flat tires or other conditions of the vehicle which cause unsightliness in the reasonable judgment of the Landlord/Garage Manager.
18. Landlord/Garage Manager reserve the right, from time to time, and at any time, to modify or change these parking Rules and Regulations or to void Access Cards. If you park or operate your vehicle in violation of these parking Rules and Regulations, or fail to observe and perform your obligations under your Parking Facilities Contract, in addition to any other right or remedy, Landlord/Garage Manager may (a) have your vehicle towed away at your sole expense and/ or (b) terminate your right to use the Parking Facilities and void, and render ineffective, your access card.
19. If you need a tow truck to come, please notify management or security in advance. The clearance for the 816 Congress Garage is 6'-7" and the 9th Street Garage is 7'-0". Please ensure you communicate this to the towing company.
20. Garage trashcans are for vehicle trash. Please do not leave large personal trash bags in the garage.

By initialing below, I have read the parking rules and regulations numbers 1-20

Initial: \_\_\_\_\_

# 816 CONGRESS and 9<sup>TH</sup> STREET GARAGES

## CONTRACT PARKING AGREEMENT

NAME: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_  
VEHICLE #1 MAKE: \_\_\_\_\_ VEHICLE #2 MAKE: \_\_\_\_\_  
COLOR: \_\_\_\_\_ COLOR: \_\_\_\_\_  
LICENSE #: \_\_\_\_\_ LICENSE #: \_\_\_\_\_  
TOLL TAG #: \_\_\_\_\_ TOLL TAG #: \_\_\_\_\_  
TOLL TAG TYPE: \_\_\_\_\_ TOLL TAG TYPE: \_\_\_\_\_

TENANT REPRESENTATIVE SIGNATURE (if completing above): \_\_\_\_\_

The Landlord and Garage Manager will not be responsible for, and you agree to hold Landlord and Garage Manager harmless from, all loss or damage, by fire, vandalism, misdelivery, theft, or otherwise, except such loss occasioned by the gross negligence or willful misconduct of Landlord or Garage Manager. ALL ARTICLES LEFT IN YOUR CAR ARE AT YOUR OWN RISK. Contract parking provides an easement to use, in common with other contract holders and the public, the Parking Facilities for vehicle parking purposes with in-and-out privileges at any time except as otherwise specified in the attached Rules and Regulations. Either party may cancel this contract upon 30-days notification prior to the date of cancellation unless parking privileges are covered under preceding agreement.

This contract is subject to the Rules and Regulations promulgated, from time-to-time, by Landlord and/or Garage Manager with respect to the Parking Facilities. By signing this, you have read and agree to be bound by the current Rules and Regulations for the Parking Facilities.

\_\_\_\_\_  
Applicant Signature (REQUIRED)

FOR INTERNAL USE ONLY:	CIRCLE ONE:
Access Card No.: _____	NEW CARD ISSUE
Parking Rate: _____	REASSIGNED TO NEW EMPLOYEE
Tax Exempt:            YES    NO	TERMINATION OF CONTRACT
Issued by: _____	LOST CARD FEE (\$25.00)
	TERMINATION OF CARD WITHOUT
	RETURNED CARD FEE (\$25.00)