

**WV CAPITOL COMPLEX STATE-OWNED PARKING LOTS
PARKING SPACE USE AGREEMENT**

I, _____, by signature below, agree to be legally bound by the following terms and conditions of this agreement:

1. I understand that receiving an assigned employee parking space is a privilege, not a right and my agency is leasing the space monthly from the Department of Administration (DOA), Parking Section and it may be taken away at any time.
2. I understand that it is my responsibility to ensure that the hanging placard I have been issued is properly displayed immediately behind the rearview mirror. In the event it will not fit the rearview mirror, I will display the placard on the dash of the vehicle while I am parked in my assigned parking space and that failure to do so shall be considered a parking violation.
3. I understand that I have the option to get a parking permit sticker instead of the hanging placard. The sticker is to be placed on the windshield of my vehicle on the driver's side, just above the inspection sticker. I will always display the sticker while I am parked in my assigned parking space and that failure to do so shall be considered a parking violation.
4. I understand that in the event my placard/sticker is damaged, I lose my hanging placard/sticker, or require an additional placard/sticker; I must contact the Parking Section and if applicable, pay the replacement/secondary placard fee in effect at that time.
5. If I do not have my hanging placard/sticker, it is my responsibility to notify the parking attendant(s) and park only in an area designated by the parking attendant(s) and that my failure to do so may result in issuance of a parking ticket/violation.
6. I understand that owing more than ten (10) unpaid violations issued by the DOA, Parking Section may result in any, or all, of the following:
 - a. My assigned parking space may be suspended temporarily or revoked permanently.
 - b. My assigned parking space may be deleted from my employer's parking allotment by the DOA, Parking Section at its sole discretion.
 - c. Failure to pay said tickets/violations and any applicable late fees, may result in the placement of an immobilization device (boot) placed on my vehicle until said tickets/violations and any applicable late fees are paid in full, or until I execute an assignment which complies with West Virginia Code §21-5-3, specifically authorizing that a portion of my wages be assigned to the State of West Virginia to pay said tickets/violations and any applicable late fees in full.
7. I understand that at any time, my assigned parking space may be unavailable due to various reasons such as construction, capital improvements, etc., and I will be assigned (if available) another parking space on the Capitol Complex.
8. I understand that at any time, I may opt out of having an assigned parking space and it is my responsibility to notify my parking coordinator and return my parking placard/sticker to my parking coordinator.

Signature of Employee: _____

Department: _____

Agency: _____

Date: _____

Lot _____ **Space** _____

Parking Coordinator: _____