**Parking Space Rental Agreement**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Lessee) **Phone** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**City**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**State**\_\_\_\_\_**Zip Code**\_\_\_\_\_\_\_

**Vehicle Make/Model/Color** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Plate #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parking Garage/Lot** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Space #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The City of Greensburg (Lessor) hereby leases to lease the above-designated parking space (leased space) under the following terms:

1. RENT: Rent is, as per article IV, entitled “Parking Rates”, of Chapter 151, entitled “Fees”, of Ordinance 1646, the Code of the City of Greensburg, per month to be paid to Lessor on or before the 1st day of each month. Should payment for any month not be received by Lessor by the 5th day of the month it is due, a penalty of $30.00 will be assessed and immediately paid.

2. PAYMENT: Payment will be made by check or money order payable to the "**City of Greensburg**" or online at greensburgpa.org.

Due to the volume of leases, the City will not send out monthly invoices. It will be the responsibility of the lessee to remit payment when due. Payments should be mailed to:

**City of Greensburg, Attention: Accounts Receivable, 416 South Main Street, Greensburg, PA 15601-3067.**

3. PARKING GARAGE SPACE ONLY: The Parking Pass Card issued to Lessee requires a $15 deposit, refundable upon termination, provided Lessee returns the card by the last day of the leased month. Should the card not be returned by the last day of the leased month, the deposit will not be refunded. The Parking Pass Card is the property of Lessor. Should the Parking Pass Card be lost or destroyed, the Lessee will pay a $15.00 replacement fee.

4. HOURS: Lessee shall have exclusive use of the leased space Monday through Friday from 7:00 AM to 5:00 PM. Lessee is to contact, the Parking Department at 724-838-4314 or 724-838-4311 in the event the leased space is occupied by an unauthorized vehicle during these hours. Lessee is not permitted to park in another reserved or leased space. Alternate parking arrangements will be made by calling the Parking Department at the above numbers.

5. USE: Lessee's use of the leased space shall be restricted to the above-designated passenger vehicle only. Lessee shall immediately notify Lessor of any change of Lessee's vehicle. Lessor will not be responsible for lost, stolen or damaged property, including Lessee's vehicle and its contents. Lessee assumes all risk of parking in the leased space. Lessor retains the right to close the leased space at any time for maintenance, repair or other necessitous reason.

6. DEFAULT: Should full payment of rent and penalty not be received by Lessor by the 15th day of the month they are due, then (i) this Rental Agreement shall cease and Lessee will not use the leased space, and (ii) Lessor shall have the right to immediately re-let the leased space. Should Lessee continue to use the leased space after the 15th day of the month without full payment of rent and penalty, Lessor shall have the right to issue parking tickets to Lessee and, at its option, remove any vehicle from the leased space at Lessee's expense. (iii) Parking Garage Pass Cards will be de-activated if payment is not received by the 15th day of the month.

7. TERMINATION: Either party may terminate this Rental Agreement by providing 30 days written notice to the other party. There will be no refund or partial refund of rent.

8. NON-ASSIGNABLE: Lessee may not assign, sublet or transfer this Rental Agreement.

**LESSEE:**

CARD # \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COPY TO FISCAL \_\_\_\_\_\_\_\_\_ (signature)

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(print)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_