

## Harvard Square Parking Garage Application for Monthly Parking Pass

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Send Monthly Invoice to (Circle One):

E-mail Address (Preferred)

Home Address

Business Address

E-mail for Monthly Invoices (If Different from Above) \_\_\_\_\_

Approximately how often do you visit Harvard Square each week? \_\_\_\_\_

What hours and days would you be using the pass? \_\_\_\_\_

What is your primary purpose for coming to Harvard Square? (Circle one)

Business

Student

Resident

Other: \_\_\_\_\_

Have you previously parked in the Harvard Square Parking Garage? Yes No

Primary Vehicle Make: \_\_\_\_\_ Color: \_\_\_\_\_

Model: \_\_\_\_\_ Reg. # & State: \_\_\_\_\_

Vehicle Owner: \_\_\_\_\_

Secondary Vehicle Make: \_\_\_\_\_ Color: \_\_\_\_\_

Model: \_\_\_\_\_ Reg. # & State: \_\_\_\_\_

Vehicle Owner: \_\_\_\_\_

**PLEASE SIGN AGREEMENT ON REVERSE SIDE**

**Office Use Only**

Unit Number: \_\_\_\_\_

Access Card Number: \_\_\_\_\_

# HARVARD SQUARE PARKING GARAGE

## RULES AND REGULATIONS

As a monthly parking patron of the Harvard Square Parking Garage, I understand and agree to observe the following rules and regulations:

- **Access Card** must be used whenever entering or exiting the Parking Garage. Failure to use the Access Card will result in being charged the normal hourly rate for the day and time.
- All monthly parkers **must park on the fifth level**, unless otherwise instructed by the parking garage manager. On occasion parkers may be required to valet their car, if this is the case please see the valet parking attendant and follow his instructions.
- **One-month advance** written notice to the Parking Garage Manager is required if suspending parking privileges for an extended period of time (i.e., vacation, etc.). If written notice is not given, bills will reflect the normal monthly rate. (Trinity Property Management, Inc., Attention: Parking Garage Manager, Post Office Box 380212, Cambridge, MA 02238 or fax #: 617-354-8391)
- **One-month advance** written notice to the Parking Garage manager is required to terminate parking privileges.
- **Deposit** on Access Card will be **refunded within 30 days** upon return of the card.
- Any vehicle parked at this facility is parked at the owner's sole risk. The owner alone is responsible for parking and locking their vehicle. Parking charges are for a license to park and no bailment or bailee custody is intended or created. The facility operator and owner are not responsible, nor do they assume any liability for damages caused by fire, theft, casualty, or any other cause whatsoever with respect to any vehicle or its contents parked in this facility.

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Name (Signature)

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Date