

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Department of General Services  
Facilities Division



Parking Payroll Agreement Form

**Authorization Agreement**

I hereby authorize **DGS** to initiate automatic collection of the parking fees stated below. The amount of fees may be increased periodically at the discretion of DGS following prior notification.

**There will be a \$20.00 replacement fee for lost/damaged permits (subject to periodic increases) .** Further, I agree not to hold **DGS** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me.

The executed DGS Parking Payroll Agreement Form will remain in effect until DGS receives my written request to cancel. I agree to submit a notice of cancellation to DGS by submitting this document indicating a request to cancel. DGS must receive my cancellation thirty days before I depart from the parking space in order to be processed by the Office of Pay and Retirement on the next pay period. My cancellation will not be processed unless this form is received by DGS with my signature.

**Account Information**

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

Employee ID Number: \_\_\_\_\_ Pay Group: 1 [ ] or 2 [ ]

Agency Code (2 space letter): \_\_\_\_\_ (ex. DGS = AM) Permit Issue Date: \_\_\_\_\_

**EFFECTIVE PAY PERIOD BEGINNING DATE: MM/DD/YY**

\_\_\_\_\_

**PAY PERIOD DEDUCTION AMOUNT**

- [ ] Inside Parking: Amount: \$64.61 (\$140/month)
- [ ] Outside Parking: Amount: \$64.61 (\$140/month)

**PAY PERIOD SERVICE FEE AMOUNT: \$ 00.50**  
(deducted in addition to the parking fees)

[ ] **CANCEL DEDUCTION**

**Garage/Lot Location:**  
\_\_\_\_\_

**Space #:** \_\_\_\_\_

**Employee Signature :** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signing acknowledges your consent to the terms expressed in the Parking Payroll Agreement Form and the attached Rules, Terms, and Conditions.

**DC Department of General Services**  
**Authorized Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



Government of the District of Columbia  
Department of General Services  
**EMPLOYEE PARKING APPLICATION**

Request Date: \_\_\_\_\_

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

Unit/Cluster: \_\_\_\_\_

**Office**

**Address:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

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**PARKING NEED:**

\_\_\_\_\_ Handicapped                      \_\_\_\_\_ Car pool                      \_\_\_\_\_ Private vehicle for  
government use

X Private use                      \_\_\_\_\_ Temporary

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

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**VEHICLE INFORMATION:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_

State: \_\_\_\_\_ Tag: \_\_\_\_\_

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**CAR POOL INFORMATION:**

Name: \_\_\_\_\_ Agency/Worksite: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Agency/Worksite: \_\_\_\_\_ Phone: \_\_\_\_\_

**There will be a \$20 fee for lost permits. NO EXCEPTIONS**

Employee Signature \_\_\_\_\_

Agency Parking Coordinator Initial \_\_\_\_\_

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**DGS USE ONLY**

Priority: \_\_\_\_\_ Location of Assignment: \_\_\_\_\_

Space #: \_\_\_\_\_ Permit #: \_\_\_\_\_ Card Key #: \_\_\_\_\_ Rate per Month: \_\_\_\_\_

Signature Of DGS Parking Coordinator \_\_\_\_\_

**General Parking Rules:**

- ❖ Parking permits must be fully visible in your windshield at all times. Failure to display a valid permit may result in being ticketed and/or towed.
- ❖ If you drive more than one vehicle. It is your responsibility to make sure that the parking permit is within the proper vehicle or you may be ticketed and/ or towed.
- ❖ Permits may change at the discretion of DGS.
- ❖ Report any parking lot/garage theft on DC property to the Officer on Duty at the property. Additional assistance is available by contacting us at 202.671-1308 DGS Facilities Division.
- ❖ Payment for parking must be kept current or privileges may be revoked until full payment is received.
- ❖ DGS is not responsible for articles left in vehicles. Please keep all valuables out of sight.
- ❖ Cancellations take a minimum of two (2) pay cycles for processing.
- ❖ Parking in a space reserved for disabled individuals without displaying your disability placard/permit is prohibited. All employees who park a handicapped space MUST display a disability placard or your vehicle is subject to enforcement.

**TERMS AND CONDITIONS:**

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| <ol style="list-style-type: none"><li>1. No deductions or allowances from the monthly rate will be made for days permit holder ('PH') does not use the parking location.</li><li>2. Parking permits are to be returned to DGS upon departure from your agency. Deductions will continue until the parking permit is surrendered to DGS with this form to cancel. (exceptions: advance notice cancellations)</li><li>3. Voluntary or involuntary separation from an agency does not automatically cancel the parking agreement and the PH should contact the agency parking coordinator or DGS for assistance in cancelling deductions.</li><li>4. Where applicable, the parking permit decal must be displayed in view on every vehicle at all times when on the parking premises. Prevailing daily parking rate may be charged and/or denied entry when the decal is not displayed on the vehicle at entrance.</li><li>5. PH specifically agrees not to hold the District of Columbia government or its agencies responsible for any damage resulting from the loss, theft, or damage to articles of personal property left in vehicles.</li><li>6. Parking location managers, cashiers, attendants, security staff are not authorized to make or allow any exception or changes to this agreement or the terms here of.</li><li>7. Except to the extent arising out of DGS's willful misconduct of DGS or DGS's agents, DGS assumes no liability for theft, collision, fire or damage in any case or for damage or injuries occasioned by faulty brakes, PH's failure to set brakes properly or improper vehicle maintenance by PH.</li><li>8. If PH's parking arrangement calls for self-parking with the PH retaining possession of the keys (a park and lock arrangement), PH agrees to assume all responsibility whatsoever for vehicle damage or theft thereof, and loss of theft of contents thereof. Except to the extent arising out of DGS or DGS's agents negligence or willful misconduct, PH shall indemnify, release and hold harmless DGS and DGS's agents against any and all claims, suits, liabilities, damages and judgments. PH hereby releases DGS and DGS agents, servants, and employees from all liability and responsibility in connection therewith.</li></ol> | <ol style="list-style-type: none"><li>9. Acts of war, nature, terrorism, or God can result in immediate cancellation of this contract with no compensation in services or monies due to PH.</li><li>10. If more than one automobile parking space is rented by PH/agency, this agreement shall apply to all such automobile parking spaces rented by PH/agency, and PH/agency agrees that all terms and conditions of this agreement shall be binding upon PH and all persons, firms, entities, and others using said automobile parking spaces with PH/agency permission (agency fleet vehicle space assignments).</li><li>11. If driving an alternate private/government vehicle, PH agrees to transfer permit to the alternate private/government vehicle, otherwise PH shall be charged a daily fee and/or be denied entry.</li><li>12. The PH may only park in the space that is assigned to them. At no time are personal vehicles permitted to park in spaces designated for government vehicles without DGS consent.</li><li>13. Under no circumstances may a PH/agency be permitted to duplicate copy or remanufacture the decal and/or decal parts if lost, stolen or damaged. Replacements may be requested in person or in writing subject to approval and receipt of payment for replacement. Duplication of permit may result in revocation of PH parking privileges and/or other disciplinary action for employee misconduct.</li><li>14. Use and hours of operation are determined by DGS and subject to change with or without notice.</li><li>15. Inactive parking spaces/permits may be recalled by DGS as needed. DGS will notify the agency or organization assigned to an inactive parking space prior to taking such action.</li><li>16. This agreement represents the entire understanding and agreement between DGS and the PH (person(s) or agency), which expresses DGS and the PH's entire agreement, and no representations, oral or written, not expressly contained herein, shall be considered to be a part hereof. This agreement may not be altered, enlarged, modified or changed except by a written instrument executed by DGS and PH/agency.</li></ol> |
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