

Application for Access Badge and Parking

I, _____, am an employee of _____, in _____
(Please print name clearly) (Company) (Department)

and need to request an access badge for daily parking and access to the garage and facility located at 600 Steamboat Road. I understand that I am required to swipe my access badge to enter the building for security purposes.

The following vehicles have current state registration and are operated by me:

Vehicle	Year	Make	Model	Color	Registration / State (plate #)	Residence City / State
#1						
#2						
#3						

In the event of an emergency, I may be reached at the following telephones number(s):

Parking facility use is subject to the 600 Steamboat Road rules and regulations, which may be revised from time to time. Parked vehicles may not block access to doorways, fire hydrants, pedestrian crosswalks or fire lanes. Overnight or long-term parking is not permitted. It is the employee's responsibility to promptly report changes of any information requested in this application. Changes can be made by requesting a new parking application from the Security Lobby desk. Violators will be towed at the vehicle owner's expense after reasonable efforts are made to contact the vehicle owner or operator. Property Management will not be responsible for loss or damage to vehicles, accessories, or the contents thereof caused by fire, theft, collision, water or any other causes.

Signed _____

Date _____