



Chestnut Residence Parking Application Form for Staff and Resident Students

Name			
Home Address			Postal Code
City		Province	
Business Address			Postal Code
City		Province	
Phone # Home	Business		ext.
Fax #	E-Mail		

Type of Parking Required Check One Box Only

Reserved Unreserved Staff Resident Student

Method of Payment

Payroll Deduction Credit/Debit
(staff only)

Vehicle Information

	First Car	Second Car
Make/ Model		
License Plate #		

For University of Toronto Faculty, Students & Employees Use Only

U of T Personnel #		89 Chestnut Residence Room #	
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For Office Use Only

Monthly Parking Rate \$	Per Month
Reserved Parking Spot # (If Applicable)	
Parking Card #	
Date Pass Activated	

Monthly Rates Include H.S.T.

*We cannot guarantee the availability of parking spaces at any given time

Note: Monthly parking / reserved parking is not available for vehicles over 6 feet in height.

The application form is valid with a signed parking agreement and a copy of your vehicle(s) ownership information only.



Parking Agreement

Type Your Full Name Below

This Agreement allows _____ to park one vehicle per parking card on the premises of Chestnut Residence Parking. Chestnut Residence Parking declares itself not responsible for fire, theft, damage to or loss of such automobile or any articles left therein. Only an agreement for parking is hereby granted and no liability is assumed or acknowledged.

Definitions

- a. **“Chestnut Residence Parking”** is an underground garage located at 89 Chestnut street, Toronto, ON M5G1R1.
- b. **“Parking Card”**- programmed garage access card with a number that matches the license plate of the vehicle.
- c. **“Reserved”** parking - reserved permit holders have the exclusive use of a designated space for parking.
- d. **“Chestnut Residence Parking Office”** – level 6B of the underground garage.

Payments

- 1. Monthly Parking Rate (May 2020 - April 2021)

Type of Pass	Monthly Rate
Monthly Reserved	\$290.00
Monthly Unreserved	\$225.00
Monthly Student Residents at Chestnut	\$191.00

**No prorated rate if the parking starts in the middle of the month.*

- 2. **Methods of Payment**

3.1 Payroll Deduction

- a. Eligible monthly and bi-weekly paid appointed staff and faculty members may have their parking payments deducted from their pay. Eligibility will be verified by HR office at the time of application. To set up the payroll deduction starting from current month, please submit your application by the **7th day** of the month.

3.2 Credit Card/Debit Card *(currently not available, dates-TBA)*

- a. Once your application is approved, we will email you the notification with a confirmation number, please go to our website (<https://chestnut.utoronto.ca/home/parking/>) to pay your payment online with the confirmation number.
- b. Visa, Master Card, American Express or Debit Card are accepted
- c. Monthly Parking fees must be paid on or before the **1st day of each month**. provided that the 1st falls on a weekday, if the 1st happens to fall on a weekend, the payment must be paid before the 1st of the month. Failure to pay within the 1st day of a new month may result in the immediate termination of this agreement.



3. A lost or damaged Parking Card will be replaced at a charge of \$50.00 per key without any exceptions

Regulations

4. Please supply photocopies of your Vehicle(s) Ownership with this agreement.
5. The parking card is issued for the use of the named permit holder only and is not transferable to any other person or persons under any circumstances. If it is discovered a holder has attempted to do so, parking privileges will be terminated immediately.
6. As per safety and fire regulations, propane vehicles and vehicles leaking any fluids are not permitted in the parking garage. Any vehicle parked on the property of 89 Chestnut must be in good working order. Vehicles that 89 Chestnut determines have failed to meet this standard are subject to ticketing and/or towing at our discretion.
7. As per safety and fire regulations, propane vehicles and vehicles leaking any fluids are not permitted in the parking garage. Any vehicle parked on the property of Chestnut Residence Parking must be in good working order. Vehicles that Chestnut Residence Parking determines have failed to meet this standard are subject to ticketing and/or towing at our discretion.
8. Monthly Parking Card holders must not park in fire routes or disability parking spaces (unless in possession of a valid permit). Card holders must only occupy one space at a time. Chestnut Residence Parking reserves the right to ticket and/or tow violators of these regulations at our discretion.
9. Monthly parkers who don't have the parking card with them will need to pay the regular daily rate to enter/exit the garage.
10. Customers are to park in an orderly manner to occupy only the space required by the one vehicle.
11. Customers are to promptly notify, via email (larry.korovesi@utoronto.ca), Chestnut Residence Parking Office of any change of status, address, office location, email address, telephone number or vehicle information, as entered in your account.
12. The repair or maintenance of vehicles in the parking facility is prohibited. Vehicles parked for the principal purpose of promotional activities or advertising are prohibited and may be towed or otherwise removed from the lot at the owner's expense.
13. Chestnut Residence Parking reserves the right at any time, to refuse parking at your normal location. If for any reason parking is unavailable at your normal location, Chestnut Residence Parking will use reasonable efforts to relocate you to another Chestnut Residence Parking location for the period your normal location is unavailable. No partial refunds will be payable.



14. Should the card holder fail to abide by any of the regulations stated within this agreement, Chestnut Residence Parking reserves the right to terminate said agreement without notice or refund for remaining time.

Cancellation Policy

15. Parking privileges may be cancelled by a card holder at any time. When this occurs, the completed cancellation form and the card must be returned to the Front Desk immediately.
- a. Parkers pay through **payroll deduction**
 - i. To be removed from payroll deduction, the parking card along with the Cancellation form must be returned to the attention of Larry Koroveski at the Front Desk by the **7th day of the month** or you will need to pay for the month. If the 7th happens to fall on a weekend, the documents must be returned on the weekday before the 7th of the month, there will be no charge for that month, once the card is returned to our office for cancellation, you can no longer park under that card (under no circumstances).
 - b. Parkers pay by credit/debit
 - ii. Please return the parking card along with Cancellation form to the attention of Larry Koroveski at the Front Desk before your monthly payment is processed.
 - iii. No refund provided if you cancel in the middle of the month.
16. A telephone call or a non-renewal of a card is not sufficient to effect a cancellation. Payroll deductions will not be stopped, or refunds of prepayments authorized, until the permit has been received by the Parking Office.
17. A parking card must be cancelled when university employment is terminated. A break in service extending beyond one month (other than for an approved leave-of-absence) is considered to be a termination. It's employee's responsibility to notify Tatiana Masterova <t.masterova@utoronto.ca> about your approved leave-of-absence to suspend your payroll deduction. **There is a minimum of two-months charges for Monthly Parkers.**

I Have Read, Understood And Agree To This Agreement

Print Name

Signature

Date