

FACILITIES MANAGEMENT  
PARKING SERVICES DIVISION  
LAW OFFICES OF PUBLIC DEFENDER STRUCTURE



### Parking Structure Regulations

The County of Riverside is pleased to meet the parking needs of employees. The following parking structure regulations have been developed to guide the use of the parking facility by monthly placard holders and to effectively manage the resources to maximize the use of the facility.

1. Parking placards are issued to an individual. Parking placards are not transferable. Allowing another individual to use your placard shall result in the immediate loss of your parking privileges. **Initial**
2. Your parking placard allows you to park one vehicle at a time in any unreserved parking space in the assigned parking structure.
3. A \$10.00 fee for the parking placard is required.
4. Lost, stolen or damaged placards will require a \$10.00 replacement fee.
5. Monthly parking fees are \$35.00 for all county employees and \$65.00 for all non-county employees. We do not prorate; full payment for the month is required and due on the first working day for each month.
6. Monthly payments can be made in person at the Parking Services office or by mail. Cash, checks and credit cards will be accepted for payment. Checks must be made out to "County of Riverside". Please indicate your access card number on your check. Do not send cash through the mail. Riverside Parking Services office hours are Monday thru Friday, 8:00 a.m. to 5:00 p.m. (excluding holidays).
7. Payroll deductions should be used by county employees to ensure continuity of parking access. It is the employee's responsibility to make sure that payment of \$17.50 per pay period is deducted from their pay check. If deductions do not start or they stop for any reason, it is the employee's responsibility to pay for any amount owed on their account. **Initial**
8. Unpaid monthly parking fees are subject to account de-activation. Failure to pay will result in your forfeiture of parking access. You may re-apply for access but will be placed on an existing waiting list. **Initial**
9. Always lock and secure your car and personal belongings. The County of Riverside is not responsible for damage or theft while parking in County facilities.

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10. Parking placard holders who do not display their parking placard and County parking permit are subject to citations.
11. Access to the structure is restricted from 7:00 p.m. to 6:00 a.m. daily and is closed on the weekend. Vehicles left in the structure during these hours will be locked in. Initial
12. It is your responsibility to notify the Parking Office if you are no longer parking in the structure. Monthly parking fees will be incurred until notification is in writing or email that you are terminating your account or will not be utilizing structure parking. You will be responsible for any charges to your account whether you have accessed the structure or not. Initial
13. County of Riverside parking ordinance number 626 is strictly enforced in all County of Riverside parking structures and lots.

We appreciate your business and your cooperation in observing these rules and procedures. Please contact the Parking Services Division if you have any questions or concerns at 951-955-5129.

\_\_\_\_\_  
Parking Placard

\_\_\_\_\_  
Parker Printed Name (First & Last)

\_\_\_\_\_  
Parker Signature

\_\_\_\_\_  
Date