APPLICATION FOR MONTHLY PARKING

NAME: _________________________ / _________________________ / ________ CCP J#__________________________

HOME ADDRESS: ____________________________________________________________

CITY: ___________________________ STATE: ________ ZIP: ____________________________

DEPARTMENT: ______________________ CCP EXT.: ________ HOME/CELL #: ________________

EMPLOYEE STATUS: ___ FACULTY ___ CLASS. ___ ADMIN. ___ LECTURER ___ PART-TIME

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APPLICATION FOR: (Place an X in front of your appropriate selection) Will Start (Date)

_ X ___ BONNELL LOT _____ CBI _____ HAMILTON LOT ______________________________

SELECT PAYMENT OPTION: ____ PAYROLL DEDUCTION (FT EMPLOYEES ONLY):

____ CHECK/MONEY ORDER/CASH (ALL PT EMPLOYEES):

CONDITIONS

1. FT employees must pay through payroll deduction. Deductions will be withheld twice per month in equal installments. As a FT employee you authorize and direct Community College of Philadelphia to deduct from your earnings the amount necessary to pay for monthly parking. (Full-time status is defined as working every pay period every month.)

2. PT employees and Visiting Lecturers must pay by check/money order/cash at least three days prior to the month for which they are paying. PT employees may pay for more than one month at a time. Checks are accepted in M1-3. Cash and money orders are accepted by the Cashier on B-G; the cashier’s receipt must be delivered to M1-3 by the payee on the day that payment is due.

3. Parking rates are subject to change. Parking is leased on a monthly basis and will not be prorated.

4. Failure to make monthly payments as required may result in suspension of parking privileges.

5. Employees may suspend monthly parking by officially notifying the Office of Budgets, Purchasing and Auxiliary Services in M1-3. A “Request to Suspend Parking” or ‘Parking Change’ form must be completed, signed and submitted one week prior to the requested date to suspend.

6. The Community College of Philadelphia leases unassigned monthly parking spaces and is not a bailee of the monthly parker’s motor vehicle or the contents therein. Community College of Philadelphia is not responsible for damage and/or loss of the monthly parker’s vehicle or the contents therein due to fire, theft, natural disaster or other causes.

I have read and agree to abide by the above CONDITIONS:

_____________________________ _____________________________
Signature Date