

APPLICATION FOR MONTHLY PARKING

NAME: _____ / _____ / _____ CCP J# _____
Last First Initial

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP : _____

DEPARTMENT: _____ CCP EXT.: _____ HOME/CELL #: _____

EMPLOYEE STATUS: _____ FT FACULTY _____ FT CLASS. _____ FT ADMIN. _____ VISITING LECTURER _____ PART-TIME

VEHICLE NO. 1	VEHICLE NO. 2
MAKE:	MAKE:
MODEL:	MODEL:
YEAR:	YEAR:
COLOR:	COLOR:
TAG NO.:	TAG NO.:

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