

## PARKING ADMINISTRATIVE POLICY

### ***New cards:***

If applicant enrolls on or before the 5<sup>th</sup> of the month, that month's parking fee will be prorated as needed and a non-refundable card fee of \$6.00 will be due at time of application, thereafter you will be billed monthly. Applications need to be forwarded to the Auditor's Office immediately so that the next month's bill can be processed as soon as possible.

After the 5<sup>th</sup> of the month, the prorated amount for the current month, the full amount of next month's parking fee, and the non-refundable card fee of \$6.00, will be due upon application.

### ***Re-Activation:***

Upon reactivation, all prior outstanding balances must be paid in addition to the current prorated portion and the following month as needed. No \$6.00 non-refundable card fee is required.

### ***Billing:***

Invoices will be sent thirty days prior to the next month's parking due date, the payment is due on the 1<sup>st</sup> day of the month, for that month. There is a 5-day grace period after which the card will be deactivated.

### ***Non-Payment:***

When your parking pass has been shut off after the five-day grace period, the card will be re-activated upon payment of the outstanding balance – see above. There **will be no proration** between the time the card was deactivated and when your card is re-activated. The city will not be responsible for reimbursement of parking garage fees or parking tickets incurred while the card is deactivated.

### ***Cancellation:***

A refund will only be issued if cancellation notification is received on or before the **10<sup>th</sup> of the month**, at which point a \$10.00 administrative fee will be charged along with the parking for the days used for that month. A check will be issued within two weeks, or cash refunds in person. After the 10<sup>th</sup> of the month, no refunds will be issued.

*The city is not responsible for any damage or theft to your vehicle while your vehicle is parked in either the parking garage or space. Please notify the Lewiston Police Department of these issues if they arise.*

**\*\*\*\*Please note that unregistered vehicles are prohibited in the garages/lots. \*\*\*\***