



## Employee Discount Parking Program

Parking Services  
123 Madison St.  
Oak Park, IL 60302

708.358.7275  
parking@oak-park.us  
www.oak-park.us/parking

### **Program Description**

The Discount Employee Parking Program offers Oak Park businesses an opportunity to purchase monthly parking cards at discounted rates for employees who meet earnings guidelines. The program provides a limited number of parking spaces in select locations. The prepaid discount parking card is a debit-type paper card with a magnetic information strip. To be eligible, employees must earn wages of \$14 per hour or less. Full-time employees may purchase 200 hours of parking per month for \$41 and part-time employees may purchase 80 hours of parking per month for \$17. These fees reflect a discounted rate of 20 cents per hour.

Discount Employee Parking cards are sold for the following lots:

- Holley Court Garage, 1125 Ontario St. – 80 spaces on the roof level only.
- Avenue Garage, 720 North Blvd. – 40 spaces on the roof level only.

### **Program Facts**

- Discounted employee parking cards are sold from the 25th day of the month until the fifth day of the following month or until all spaces have been sold.
- Cards are sold on a first-come, first-served basis.
- Cards expire monthly, regardless of use.
- Cards are non-refundable.
- Lost or stolen cards will not be replaced.
- Employer is required to attest to the applicant's wages, which are subject to verification. False reporting of wages will preclude participation in the Employee Discount Parking Program.

#### **2015 Employee Discount Card Sale Dates**

<b><u>Sale Dates</u></b>
1/26 - 2/5
2/25 - 3/5
3/25 - 4/5
4/27 - 5/7
5/26 - 6/5
6/25 - 7/6
7/27 - 8/5
8/25 - 9/8
9/25 - 10/5
10/26 - 11/5
11/25 - 12/7
12/24 - 1/6

### **How to Use the Card**

- Pull a ticket at the entry gate to allow garage access. The employee should keep this entry card and the Discount Employee Card with them.
- When ready to exit the garage, the employee should stop at a pay station and insert the entry card. When prompted for payment, insert the discount card. The machine will announce that no charges are due and return both cards.
- Insert the entry card at the gate to exit the garage.

### **Prevent Card Damage**

Treat your card carefully. Discount parking cards contain a magnetized strip that can be damaged when kept near a cell phone or magnetic purse or wallet closure. If you believe your card is damaged, please stop by the Holley Court Security Office, 1125 Ontario St., from 9 a.m. – 3 p.m., Monday – Friday for assistance. **Note:** If for any reason your card is not working, please see the security office.

### **Contact**

For more information contact Parking Services at 708.358.7275 - option 9, e-mail [parking@oak-park.us](mailto:parking@oak-park.us) or visit [www.oak-park.us/parking](http://www.oak-park.us/parking).



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## BUSINESS INFORMATION - MUST BE COMPLETED BY BUSINESS OWNER/MANAGER

Business Name \_\_\_\_\_ Owner/Manager Name \_\_\_\_\_

Business Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

*As the owner/manager of the business, I attest that all information provided herein is accurate, that the business is an Oak Park business, that the individuals identified herein are current employees and that the wage information is accurate. I am aware these pre-paid cards are non-refundable and limited in availability.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Job Title \_\_\_\_\_

## GARAGE LOCATION

Avenue Garage, 720 North Blvd.

**Note:** Cards are limited and are sold on a first-come, first-sold basis. Cards are non-refundable.

Holley Court Garage, 1125 Ontario St.

## EMPLOYEE INFORMATION

Employee Name	Work Status Full-time (FT) Part-time (PT)	Fee \$41 (FT) \$17 (PT)	License Plate #	Vehicle Make	Card # <small>OFFICE USE ONLY</small>
<b>TOTAL FEE DUE \$</b>					

## OFFICE USE ONLY

Purchase Date \_\_\_\_\_ Expiration Date \_\_\_\_\_