

# 25 West Main Handbook

## Monthly Parking

Monthly parking is available on a first come, first served basis in all areas except for stalls clearly marked for visitor, reserved or residential parking.

### MULTI-LEVEL PARKING

To help you remember the level on which your car is parked, each parking elevator lobby is color-coded. Please take a moment to note the level you are on when leaving your car.

The office building lobbies are locked after normal business hours and require an activated "C-Cure by Software House" security tag to gain access.

### CLEARANCE

P-1 can accommodate vehicles with a clearance of up to 8'2". The lower levels (P-2 through P-6) of the parking ramp are designed for a maximum clearance of 7'2". Please make sure your vehicle has a clearance of 7'2" or less to avoid damage.

### APPLICATIONS

Applications for monthly parking spaces are available by contacting [parking@uli.com](mailto:parking@uli.com). Parking stalls that are on a month-to-month basis may be canceled by the user only by providing 30 days prior written notice to ULI. The terms are detailed on the monthly parking application/contract. Please make sure your parking fees are paid on time.

### AUTOMATIC ACCESS

Each parker is provided with a parking access card which is their primary access to the ramp. It allows the parker to enter and exit the ramp 24 hours a day, 7 days a week by touching the card to the card readers that are affixed to the ticket spitters upon entry and pay stations upon exit. For the parker's convenience, the ramp is also equipped with License Plate Recognition (LPR), which is a system where ceiling mounted cameras read the rear license plate of the monthly parker's vehicle upon entrance/exit and will cause the parking gates to automatically open as you slowly approach the gate area. To take advantage of this convenience, it is important that the license plates of any vehicle the monthly parker may drive at any given time are registered to their parking account. Monthly parkers can contact the parking department to add, subtract, or edit plate and vehicle information during normal business hours. The system will allow up to five (5) plates to be registered per paid parking account, however, the system will only allow one vehicle per paid account to access the ramp at a time. To make sure the rear license plate can be easily read by the system, it is important that the plate is unobstructed by dirt, snow, plate cover/frame, bike rack, spare tire, etc. It is strongly suggested that monthly parkers keep their access cards ready to be used at any given time in the event that their plate is not read by the LPR system for any reason.

### TENANTS

Tenants and their employees will always be given priority for available parking. However, if spaces are available, monthly parking will be made available to non-tenants as well.

### ACCESS

Each monthly parker is provided a parking access card, which allows the parker to enter and exit the

ramp 24 hours a day, 7 days a week. There is a replacement fee for lost or stolen parking cards.

## **ACCESS PROBLEMS**

If you are an authorized monthly parker and the gate does not automatically rise as you slowly approach, simply use your parking card or take a ticket from the ticket-dispensing machine, proceed to a parking space, and call the ULI office to report the incident.