

**ARMORY PARKING GARAGE /
ATRIUM PARKING GARAGE
2 CLINTON SQUARE, SUITE 120
SYRACUSE, NY 13202**

GARAGE LOCATION: _____ CLINTON STREET (401 S. CLINTON) _____ ATRIUM (256 W. FAYETTE)

Key Card Number _____ Hang Tag Number _____

Billing Information:

Place of Business _____ Are you a Resident of Downtown _____

Name _____ Contact Number _____

Address _____

City _____ State _____ Zip Code _____

Email Address _____

Please list the following for each car that you may be parking in the garage.

	Make	Model	Color	Plate Number of Car
Car #1	_____	_____	_____	_____
Car #2	_____	_____	_____	_____

*Armory and Atrium Parking Associates are not responsible for fire, theft, damage or loss of your car or any article left in same, all of such risk being assumed by the licensee. Please lock your vehicle at all times. Please be aware that there are surveillance cameras installed in the garage and are recording at all times. Inappropriate use of parking privileges can result in termination of access rights, without notice, as well as prosecution. Cards are activated for 24/7 access to the garage with guaranteed parking on Monday – Friday, parking on Saturday - Sunday are on a first come first sever basis, we do not guarantee parking on these days for non residential parkers. **ANY INCIDENT AND OR DAMAGE THAT MAY OCCUR NEEDS TO BE REPORTED TO THE MANAGEMENT COMPANY PRIOR TO LEAVING THE GARAGE OTHERWISE CLAIMS WILL NOT BE ACCEPTED.** Contact numbers are posted on the office doors and pay station machines.*

Payments need to be made out as follows depending on the garage you are parking in:

Armory Parking Garage (Clinton Street)
2 Clinton Square, Suite 120
Syracuse, NY 13202
315-295-0872
315-372-0017
cmoyer@ppisyr.com (Collette Moyer)

Atrium Parking Garage
2 Clinton Square, Suite 120
Syracuse, NY 13202
315-295-0872
315-372-0017
cmoyer@ppisyr.com (Collette Moyer)

All payments must be received in the office no later than the 5th of each month. Payments received after the 5th will be charged a \$10.00 late fee, no exceptions. Cards will be shut off at anytime without notice for payments not received after the 5th day of the month and a \$20.00 reactivation charge will be required before reactivated. A \$10.00 replacement fee is required for all cards that are lost or damaged. Key Card replacement has a 24 hour turnaround time from time reported. It is your responsibility to have your keycard with you upon entering and exiting the garage we will not reimburse fees if you do not have your card with you.

Signature: _____

Date: _____

IMPORTANT POLICIES AND PROCEDURES

PARK AT YOUR RISK

The garage is not responsible for fire, theft, damage or loss of your vehicle or any article left in vehicle, all of such risk being assumed by the licensee. Please lock your vehicle at all times and remove any articles from view.

*****Any damage to vehicle must be reported to the management office before leaving the garage. The numbers to call are 315-372-0017 or 315-295-0872. These numbers are also located on the pay station and at the office.**

HANG TAGS MUST BE VISIBLE AT ALL TIMES

Each car will be given a tag, these hang tags must be on your mirror with color side facing out. If the hang tag does not fit on the mirror, please place it on the dash visible to our attendants.

PARKING

Each parker pays for one spot in the garage; parkers taking up more than one space will be warned one time and then booted at the parker's expense anytime there after. Please take a minute to make sure you are parked within the lines and straight.

KEY CARD ACCESS

It is your responsibility to have your key card with you at all times when you enter and exit the garage. If you do not have your key card with you when entering the garage you will need to pull a ticket and pay the fee when you leave. If you do not have your key card or a ticket when exiting the garage you will need to push "lost ticket" and pay the \$10.00 to get out of the garage.

****** Key cards are to be used for your use only, these cards are monitored and we have cameras at the gates. If we see that a key card is being used for anyone other than the assigned user, the key card will be shut down immediately and parking privileges will be revoked immediately.******

PLEASE DO NOT PUSH THE NEED ASSISTANCE BUTTON BECAUSE YOU DO NOT HAVE YOUR KEY CARD.

There is a \$10.00 replacement charge for lost or damaged key cards. The slightest bend in the card could cause the card not to work. Key Card replacements has a 24 hour turnaround time from time requested.

SURVEILLANCE CAMERAS

Please be aware that there are surveillance cameras installed in the garage and are recording at all times. Inappropriate use of parking privileges can result in termination of access rights, without prior notice, as well as prosecution.

PAYMENTS

Payment must be made before the 5th of each Month and made payable to:

Atrium Parking Garage (for the Atrium Garage)
Armory Parking Garage (for the Clinton Street Garage)
Attn: Collette Moyer
2 Clinton Square, Suite 120
Syracuse, NY 13202

Payments may also be dropped off at the above address. Please when paying with cash bring the correct amount as we do not keep cash in the office.

LATE FEE

As mentioned all payments must be received in the office no later than the 5th of each month. Payments received after the 5th will be charged a \$10.00 late fee. Cards will be shut off at anytime without prior notice for payments not received after the 5th day of the month, a \$20.00 reactivation fee along with the \$10.00 late fee must be paid before reactivation.

EMAIL

Email is our favorable means of communication to all parkers, if you have not provided me with your email address please do so to Collette Moyer at cmoyer@ppisyr.com or our office number is 315-295-0872. _____ Initials