



MONTHLY BULK PARKING POLICIES AND PROCEDURES

WELCOME TO THE RHODE ISLAND CONVENTION CENTER AUTHORITY PARKING FACILITIES (IDG GARAGE).

WE ASK THAT YOU READ THESE POLICIES AND PROCEDURES TO ENSURE TROUBLE-FREE PARKING.

- A. Passing a valid Prox-Card in front of the Prox-Card reader, located at each entrance and exit, will open the control gates and allow access for the class of monthly pass you were issued. Your card DOES NOT OPERATE by inserting it in any device.

EACH PROX-CARD ALLOWS ACCESS FOR ONE VEHICLE DURING ONE TIME PERIOD. YOU MUST ENTER **AND EXIT** USING THE SAME PROX-CARD BEFORE ANOTHER ENTRANCE WILL BE ALLOWED; THE SYSTEM “LOOKS” FOR AN ENTRY TO ALLOW AN EXIT TO ALLOW THE NEXT ENTRY, ETC.
YOU CANNOT ENTER-ENTER OR EXIT-EXIT.

- B. Prox-Cards issued with restricted monthly access will be active during the time limits for the class of card issued. There will be a charge at the posted rates, for parking beyond the time limits of your card.
- C. **YOU FORGOT YOUR CARD!** If you have forgotten your card, dispense a ticket upon entering the facility and report to the Garage office before exiting. A Supervisor will determine the action to be taken.
- D. **YOU LOST YOUR CARD!** If you have lost your Prox-Card, report the loss to the Garage office as soon as possible. The card will be cancelled as soon as it is reported. There is a \$20.00 replacement card charge.
- E. All motor vehicles parked in the Garage and contents of such vehicles shall be parked at the sole risk of the vehicle's owner. The Authority does not guarantee risk-free parking and cannot accept and does not accept responsibility if loss, theft, or damage occurs to your vehicle.
- F. Parking is required **WITHIN** the lines of designated spaces. Parking outside the lines or in **NON**-designated areas will result in a citation and possible revocation of privileges. If another vehicle is taking two spaces skip to the next space to avoid a citation.
- G. Only those customers with a handicapped license plate/Permit are allowed to park in designated handicapped parking spaces.



- H. Each Pass is authorized for use for the vehicle(s) designated on the Parking Application/by the owner(s) of said vehicles. Passes are NOT to be passed, loaned or used by unauthorized parties as stated above.
- I. Parking spaces may be used for vehicle parking purposes only. No vehicle may be worked on or repaired in the Garage except in an emergency when the vehicle is inoperable, and then, only for the purpose of towing the vehicle or returning it to service.
- J. Parking Spaces may not be used for storage of any equipment or materials, including the long-term storage of vehicles, or for parking commercial vehicles, RV's, trailers, or food or other vending trucks.
- K. You should follow all traffic and directional signs in the garage. You must drive at a prudent slow speed while entering, exiting, and driving within the garage.
- L. **Payment.** Payment for monthly passes shall be due in advance by the fifth of the applicable month. Payment for the first month shall be made within five days of this signed license agreement.
- M. . The monthly charge for each pass is as set forth above. Passes issued during the first fourteen days of the month will be charged the full monthly charge. Passes issued during the fifteenth through the end of the month will be charged one-half the monthly charge. Passes cancelled before the expiration of a month will be charged the whole month.

Violation of the above Policies and Procedures items F through K may result, at the discretion of Garage Management, in a possible citation, towing of your vehicle, and/or revocation of privileges.

IDG Garage
75 Clifford Street, Providence, RI 02903
Main 401.458.6021 Garage 401.458.6338
www.riconvention.com