



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 Employee Discount 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. An employer may purchase a card for employees for \$1 per card. Each card is valid for one month.

Discount Employee Parking cards are sold for the following lots:

- Holley Court Garage, 1125 Ontario St. – **roof level parking only.**
- Avenue Garage, 720 North Blvd. – **roof level parking 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.
- Parking is limited to roof level only.

2016 Employee Discount Card Sale Dates

<u>Sale Dates</u>
1/25 - 2/5
2/25 - 3/7
3/25 - 4/5
4/25 - 5/5
5/25 - 6/6
6/27 - 7/6
7/25 - 8/5
8/25 - 9/7
9/26 - 10/5
10/25 - 11/7
11/28 - 12/7
12/23 - 1/6

How to Use the Card

- To enter, scan barcode on card.
- Pull ticket and proceed to roof to park.
- If card is not scanned when entering, regular garage rates will apply.
- To exit, go to any paystation.
- Insert ticket into paystation, pay amount displayed and proceed to exit.
- Lost ticket results in regular garage rates being applied.

Prevent Card Damage

Treat your card carefully. Discount parking cards contain a barcode that can be damaged. If you believe your card is damaged, stop by the Holley Court Security Office, 1125 Ontario St., from 9 a.m. to 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 call 708.358.7275, email parking@oak-park.us or visit www.oak-park.us/parking.



Employee Discount Parking Application

Parking Services
123 Madison St.
Oak Park, IL 60302

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

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 owner/manager, I attest that all information provided herein is accurate, the business is in Oak Park, the individuals identified herein are current employees and the wage information is accurate. I am aware these pre-paid cards are non-refundable and availability is limited. (This form must be submitted and received before card may be purchased. Please allow 24 hours for application review.)

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	Number of Cards	License Plate Number	Vehicle Make	Card # <small>OFFICE USE ONLY</small>
TOTAL # of Cards				

OFFICE USE ONLY

Purchase Date _____

Expiration Date _____