



# 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.

### 2022 Employee Discount Card Sale Dates

#### Sale Dates

1/25 - 2/4  
2/25 - 3/4  
3/25 - 4/5  
4/25 - 5/5  
5/25 - 6/6  
6/24 - 7/5  
7/25 - 8/5  
8/25 - 9/6  
9/26 - 10/5  
10/24 - 11/4  
11/23 - 12/5  
12/27 - 1/6

## How to Use the Card

- To enter the garage, press button and pull a standard parking ticket.
- Proceed to roof level (nesting area).
- At the roof gate, scan your barcode and then scan your ticket. This will apply your employee discount rate.

### To Leave:

- Pay at any pay station or when exiting the ground level of the garage.
- To exit the roof, scan your ticket. You will have 15 minutes to leave the garage at the discounted rate.
- At the ground level exit, scan your ticket.

## 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](mailto:parking@oak-park.us) or visit [www.oak-park.us/parking](http://www.oak-park.us/parking).

Holley Court Garage	
Hours	Price
0 to 1.5	FREE
1.5 to 6	\$2
6 to 12	\$3
12+	Daily Rates
Avenue Garage	
Hours	Price
0 to 1	FREE
1 to 6	\$2
6 to 12	\$3
12+	Daily Rates



# Employee Discount Parking Application

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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 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 \_\_\_\_\_

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**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.

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**EMPLOYEE INFORMATION**

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

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**OFFICE USE ONLY**

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