



GREEN BAY PARKING DIVISION
100 N JEFFERSON ST ROOM 300
GREEN BAY, WI 54301
Phone: 920-448-3431 Fax: 920-448-3370

City of Green Bay Parking Ramp Pass Agreement

PARKING PASS INFORMATION & INSTRUCTIONS

1. Ramp entrance/exit gates are operational 24/7
2. No deposit is required for a pass; however passes not returned after cancellation of **Ramp Pass Agreement** are subject to \$20 fee
3. **DO NOT punch holes in the pass**; Lost/damaged/broken passes cost \$20
4. Passes are valid only in the assigned ramp
5. Passes WILL NOT allow entrance or exit of more than one (1) vehicle at any time
6. Ramp passes must be used each time the ramps are entered/exited,
IN...OUT...IN...OUT = correct
IN...IN...OUT = not correct; 2nd entry will not work; gates will not raise
IN...OUT...OUT = not correct; 2nd exit will not work; gates will not raise
7. Allow entrance/exit gates to **CLOSE COMPLETELY** from previous vehicle before presenting your pass
Failure to follow items #6 & #7 will result in "PASSBACK" and the pass holder will be responsible for payment at the exit gates; refunds DO NOT apply
8. Monthly passes DO NOT guarantee a reserved parking stall; if no space is available in the assigned facility, you are responsible for paying your parking fees in an alternate parking ramp or surface lot; refunds DO NOT apply
9. To maintain pass functionality, monthly payments must be received by the **last working weekday of the month** or the pass will be shut off; refunds DO NOT apply for any fees incurred at the exit gates for non-payment
10. Pass fees: Only full month rate (1st day to last day) or half-month rate (15th day to last day) are available
11. Pass holders must notify Green Bay Parking of the make/plate for ALL vehicles used in conjunction with passes
12. Any fraudulent misuse of a pass will result in permanent pass revocation; Green Bay Parking may prosecute for "defrauding a public entity" based on fraud severity

PARKING RAMP INFORMATION

- Obey all traffic signs/markings/devices in ramps; violators are subject to citations
- **LOCK YOUR VEHICLE**; Green Bay Parking is not responsible for damaged vehicles and/or loss of contents in vehicles
- Contact Green Bay Parking with any questions, concerns or for additional info:
 - Email: gbparking@greenbaywi.gov
 - Phone: 920.448.3431 or 920.448.3432 weekdays 8am-4:30pm
920.621.1229 or 920.621.6401 after hours
 - Website: <http://greenbaywi.gov/publicworks/parking> →

➤ **I HAVE READ/UNDERSTAND THE ABOVE STIPULATIONS & AGREE TO COMPLY WITH THEM.**

- I ALSO CONFIRM THAT ALL INFO INCLUDED IN MY APPLICATION IS COMPLETE AND ACCURATE.
- I WILL NOTIFY THE PARKING OFFICE IMMEDIATELY OF ANY CHANGES IN THE MAKE AND/OR LICENSE PLATE OF ANY VEHICLE(S) ASSIGNED TO THIS MONTHLY PASS ACCOUNT.

Signature _____

Start Date _____

PLEASE PROVIDE & PRINT ALL INFORMATION REQUIRED BELOW:

Name

Vehicle: Year/Make/Model/Color/Plate

Home Address

Vehicle: Year/Make/Model/Color/Plate

City State Zip

Employer **AND** Department

Personal Phone #

Ramp Pass #

Work Phone #

E-Mail Address

FOR PARKING OFFICE USE ONLY

Prepaid for Months of: _____ 1/2 or _____ Entire Month
 _____ 1/2 or _____ Entire Month
 _____ 1/2 or _____ Entire Month

Issued by: Staff Signature

Cancellation Date



↑ ENTRY COLUMN



↑ EXIT COLUMN

Touch OR Hold passes 1-2" away from WiFi Symbol; do not WAVE passes