

STATE OF OREGON
DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY PARKING APPLICATION

Return to:

Dept. of Administrative Services
Parking and Commuting Services
1225 Ferry Street SE U100
Salem, OR 97301-4281
Telephone: (503) 378-5090
FAX: (503) 378-2157

Please print clearly:

Agency Name _____ Agency Number _____

Division/Section _____

Business Address _____

Contact Name _____

Phone #/ext: _____ E-mail _____

2nd Contact Name _____

Phone #/ext: _____ E-mail _____

Billing Contact Name _____

Billing Phone #/ext: _____ E-mail _____

Billing address _____

Vehicle description:

Vehicle # 1 – Make /Model _____ State _____ Plate _____

Vehicle # 2 – Make /Model _____ State _____ Plate _____

Vehicle # 3 – Make /Model _____ State _____ Plate _____

Payment:

- Invoice** - State agencies are billed monthly in arrears.

We understand that parking regulated by the Department of Administrative Services is subject to the provisions of OAR Chapter 125, and ORS Chapters 98, 276, 283, and 292. By accepting any parking assignment made by the Department, agency personnel agree to abide by these rules and laws. We further understand that failure to abide by these rules and laws by any agency personnel may result in citation, prosecution and/or loss of agency vehicle parking privileges.

Signature _____ Date _____

FOR OFFICE USE ONLY

Lot Assigned/Space Number _____ Monthly Rate _____

Effective Date _____ Record Number _____

**DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)
PARKING APPLICATION GUIDELINES AND INFORMATION
OAR 125-090-0000 through 125-090-0140**

ACCEPTANCE OF A DAS PARKING ASSIGNMENT INCLUDES A SIGNED AGREEMENT TO ADHERE TO THE GENERAL RULES RELATING TO ALL PARKING FACILITIES MANAGED BY DAS

- Maximum 10 MPH speed limit unless posted at lower speed
- Follow directional arrows, stop signs and other posted instructions
- Park vehicles with front headed toward metered and diagonal spaces
- Sub-letting permits or spaces is prohibited
- Lot and space assignments must be authorized by DAS before parking is approved
- Pre-tax parking fees are deducted in arrears from monthly payroll checks
- The State of Oregon, the Department of Administrative Services, its officers or employees, are not responsible for accidents, damage to vehicles, theft or personal injury resulting from the use of any parking facility managed by DAS.

UNRESERVED LOTS – (Red, Green, Yellow and Ferry Street Structure Roof level)

- Parking permits are valid only when hung from rearview mirror and clearly visible at all times with permit number facing outward (toward the front of the vehicle).
- Lost or forgotten permits must be reported immediately to avoid citation.
- **To park without your permit, call (503) 378-5090 ext. 0 before 9 a.m.** and report your name, permit number, vehicle license number and the lot that you park in. You may also leave a voice message with the same information.
- Carpool groups may park only one vehicle in the lot at any time.
- When the lot you usually park in is full, you may park in another unreserved lot. You must call (503) 378-5090 ext. 0 to report your name, permit number, vehicle license number, which lot is full and where your vehicle is parked.
- DAS parking permits are assigned to individuals by number and are considered state property. Damaged and no longer needed permits must be returned to DAS.
- Lost or stolen permits should be reported immediately. Replacement permits may be purchased for \$10. Any vehicle displaying a permit that was reported lost or stolen will be cited and vehicle owner can be prosecuted and forfeits future parking privileges.
- Damaged and illegible permits will be replaced free of charge when exchanged for a new permit.
- Altered permits are invalid and will result in citation for unauthorized parking.

REPORTING AN UNAUTHORIZED VEHICLE IN YOUR RESERVED SPACE

Reports of unauthorized vehicles in reserved spaces are accepted when reported by space renter or a member of their carpool. When your space is occupied by an unauthorized vehicle, you will be authorized to park at a nearby DAS meter or unreserved lot until your space is cleared. Call (503) 378-5090 ext. 0 to report an unauthorized vehicle in your reserved space with the following information: the lot and space number reserved for your vehicle or carpool, license number of the vehicle occupying your reserved space, and the vehicle license number and which lot, meter or DMV-signed space you parked in while displaced from your space.

INDIVIDUAL PARKING RECORD CHANGES

Parkers must update personal information and changes in vehicle and license numbers, work location, phone numbers and agency changes immediately by phone, letter or email. This updated information assists the Parking office in contacting you when necessary.

CANCELLED PARKING

Cancellation of parking services may be communicated by letter, email or phone. Rates will be prorated if the cancellation is effective prior to the first of the next month.

DAS – Facilities - Parking & Commuting Services

1225 Ferry St. SE U100, Salem 97301-4281

Phone: (503) 378-5090 / FAX: (503) 378-2157

<http://oregon.gov/das/fac/parking/>

Office hours - weekdays – 8 a.m. to 5 p.m.