



**Parking Policy & Procedures  
Pioneer Plaza  
March 2004**

**OPERATION HOURS & ACCESS**

1. The cashier hours of operation are as follows:

**Regular Hours (with the exception of special events or as directed by property management)**

6:30 AM to 8:00 PM Mondays

6:30 AM to 10:00 PM Tuesdays through Fridays

(Closing hours may vary depending on the parking activity)

Closed on Saturdays, Sundays, and all Building Holidays

Access and egress may be obtained with a parking tag or card at any time. When the parking booth is open, access and egress may also be obtained by pulling a ticket at the entrance and presenting the ticket (with proper validation or payment) at exit.

When the booth is closed, parkers who pulled a ticket can obtain egress by having their ticket validated (with proper validation or payment) at the security desk, in the lobby. After the ticket is validated, the parker will utilize the left exit lane by the parking booth and insert the validated ticket into the gobble located on the left side of the lane.

**GENERAL PROCEDURES**

1. Monthly parking is available to tenants and their employees and is subject to space availability.
2. All tenants and employees with vehicles parked in the parking facility must be registered with Ampco System Parking are subject to these policies and procedures.
3. All vehicle owners are responsible for maintaining current registration, no-fault insurance, driver's license, and safety inspection in order to park in the parking facility.
4. Monthly payments are due by the first of each month. Any parking access card or electronic access key that has not been paid for by the 5<sup>th</sup> of each month will be assessed a late charge of \$10.00. Any parking access card or electronic access key that has not been paid for by the 10<sup>th</sup> of each month will be deactivated on the 11<sup>th</sup> of each month and an additional fee of \$10.00 will be added. Tenant will be subject to the normal posted parking rates in order to exit. No additional time is granted when the 5<sup>th</sup> falls on a weekend or holiday. There will be no pro-ration of fees for parking access cards or electronic access keys (except when initiated during current monthly cycle and only from start date until end of current month).
5. Payments can be made only by check or cash and only by the tenants. Direct payments by the employees of the tenants will not be accepted. **No credit cards are accepted.** Please be sure your tenant name, current address, and current phone number is on the check, along with a list of employees whose parking is being paid for with the check. There is a \$20 fee for all returned checks.

6. All changes in automobile status (i.e. change of vehicles, license plates) must be reported to the parking facility manager immediately to avoid an inadvertent tow. Registration forms are available at the parking cashier booth and the parking facility manager.
7. There will be a non-refundable activation fee of \$25.00 for all new parking access cards or electronic access keys and the replacement of any lost or stolen parking access cards or electronic access keys.
8. Parking access cards or electronic access keys are **non-transferable**. Sharing of parking access cards or electronic access keys with co-workers is prohibited and may be subject to loss of parking privileges.
9. If you are an unreserved monthly parker and don't use your parking access card or electronic access key to enter or exit the parking facility, including reasons such as you have lost or forgot your parking access card or electronic access key, you could be subject to the **Posted Parking Facility Rates**.
10. The electronic access key must be used in cycle (enter-exit-enter-exit). Out of cycle use results in a "passback" (parking access reader will not accept the electronic access key). You will be required to take a daily parking ticket to enter the parking facility and upon exiting, you will be subject to the **Posted Parking Facility Rates**.

## SPECIAL PROCEDURES

1. **Overnight Parking:** Vehicles may NOT be stored in the parking facility. Other than monthly parkers who have been assigned a reserved parking stall, any vehicle left in the parking garage in excess of 24 hours are subject to towing at vehicle owner's expense. In the event of an emergency whereby a vehicle must remain in the parking garage for more than 24 hours, approval must be obtained from the parking manager.
2. Tenants may use validation stickers purchased from Ampco System Parking to validate customers' parking. Employees should not use validation stickers and offenders may be denied authorization to purchase validation stickers.
3. Only tenants are authorized to purchase validation stickers. It is the tenant's responsibility to ensure that the proper amount of validation is attached to the ticket.
4. Vehicles in derelict condition, deemed to be unsafe, or with expired safety inspection and registration stickers will be towed at vehicle owner's expense.
5. The gate arms are controlled by a metal sensor (located beneath the surface), which once engaged, automatically lowers the gate arm. Therefore, once you have placed your vehicle in a position to engage the sensor, **DO NOT ALLOW YOUR VEHICLE TO ROLL BACKWARD NOR SHOULD YOU REVERSE/BACKUP** so that the sensor is disengaged. This could cause the gate arm to lower onto your vehicle.
6. The speed limit in the parking garage is **5 MPH** (no exceptions). Vehicle operators who exceed the 5 MPH limit or operate their vehicle in such a manner wherein safety is compromised are subject to having their parking privileges withdrawn.
7. Citations will be issued to parking violators and kept on file. Repeat violators are subject to towing at vehicle owner's expense.
8. Profane, abusive, argumentative, and/or insulting language directed towards any Ampco System Parking employee will not be tolerated. Offenders are subject to losing their parking privileges.

9. Checks returned for “non-sufficient funds” will incur a \$20.00 service charge in addition to the check amount. Once a check is returned for “non-sufficient funds”, payment must be cash, money order, or cashiers check and parking privileges will be suspended if payment is delayed.
10. Any UNREGISTERED vehicle found in violation of the following rules will be subject to immediate tow at owner’s expense:
- Unauthorized parking in a designated or reserved stall
  - Blocking Access or Driveway
  - Parking in an area NOT designated as a stall
11. Vehicles in violation of the following will be subject to tow after three (3) total warnings at owner’s expense:
- Double parking
  - Utilizing more than one stall (not parking within the lines/boundaries of a stall)
12. Ampco System Parking intends to conduct business in a professional, courteous, and safe fashion. Should you find this not to be the case; please do not hesitate to advise us:

Parking Facility Supervisor: FLO PASELIO

Office #537-6793 / Pager #598-7199  
Email address: [fpaselio@abm.com](mailto:fpaselio@abm.com)

Branch Manager: ALEX BELL

Office #585-2106 / Pager #525-1351  
Email address: [abell@abm.com](mailto:abell@abm.com)

# AMPCO

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## PIONEER PLAZA

### MONTHLY PARKING AGREEMENT

No Vacation Credit \* No Prorated Charges  
\$15.00 Returned Check Charge  
Monthly Payments Due By 1<sup>st</sup> of Each Month  
\$20.00 Late Fee for Payment after the 5<sup>th</sup> day of the Month.

This Contract Limits our Liability – Please Read it Carefully

This agreement licenses holder to park one automobile in this area. Only rental space license is guaranteed and no bailment is created. The management shall not be responsible for fire: theft, damage or loss to said automobile or any other article left in same. This contract is cancelable in thirty (30) days by either party. This constitutes the entire contract and customer, by saying, acknowledges receipt of a copy hereof and acknowledges that he/she has read and agrees to abide by the foregoing and by the rules and regulations.

**For your own protection and safety, remember to always lock your car.**

<b>Full Name:</b>	<b>Work Phone:</b>
<b>Company Name:</b>	
<b>Company Address:</b>	<b>Suite #:</b>

List all cars to be covered by this contract & paid for by the above individual or company. Transferable monthly hand tag may be used for all cars listed, however Only One Car per parking permit is allowed in the parking facility at one time. If violated monthly parker may be subject to pay posted maximum rate upon exit.

<b>Car Make &amp; Model:</b>	<b>License#:</b>
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**I HAVE READ AND UNDERSTAND THE ATTACHED PARKING REGULATIONS. FAILURE TO ABIDE BY THE ABOVE PARKING REGULATIONS MAY RESULT IN FORFEITURE OF MY PARKING**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Building Management Authorization**

\_\_\_\_\_  
**Company Representative Authorization**