DEPARTMENT OF GENERAL SERVICES

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DIVISION OF ENGINEERING AND BUILDINGS

Parking Services and Building Access Section
215 Governor Street
Richmond, Virginia 23219
Inter-Agency Mail Stop: 194-17
Phone: (804) 786-5675
Fax: (804) 786-5911
ParkingServices@dgs.virginia.gov

Policies and Procedures for the Use of Parking Facilities

Department of General Services Directive 14

June 24, 2011

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Prefix

Purpose

This publication establishes the policies and procedures under which the Department of General Services(DGS) shall operate a parking program for the officers and employees of the Commonwealth of Virginia in the Richmond metropolitan area. It further allows for the delegation of certain responsibilities to agencies whose employees utilize DGS parking facilities.

Authority

These parking policies and procedures are promulgated by the Department of General Services under the authority of §2.2-1172 of the Code of Virginia and §4-6.0.4c of the Appropriation Act.

Applicability

This directive is applicable to the agencies of the Commonwealth occupying state-owned or leased facilities at the Seat of Government and in the Richmond metropolitan area.

Publications Superseded

This publication supersedes previously issued manuals and directives regarding parking rules, regulations, policies, and procedures, including the Commonwealth of Virginia Rules and Regulations Governing State-Owned Parking Lots dated August 1974; Department of General Services' Directive No. 43 entitled Enforcement Standards Pertaining to Unauthorized Use of Central Parking Facilities dated October 2, 1986; Department of General Services Directive No. 1-88 entitled Parking Space Assignments and Payment of Fees dated December 5, 1988; Department of General Services Directive No. 1-90 entitled Replacement of Department of General Services Parking Permits dated March 19, 1990; Department of General Services Directive 2-90 entitled Policies and Standards for the Use of Parking Facilities dated July 1, 1990; the Department of General Services Directive 14 entitled Policies and Procedures for the Use of Parking Facilities dated February 1, 1996; the Department of General Services Directive 14 entitled Policies and Procedures for the Use of Parking Facilities dated August 1, 2005, which are incorporated herein.

Chapter 1

General Information about Parking

About DGS Parking Services Section

The Department of General Services (DGS) Parking Services Section is an organizational unit within the Bureau of Facilities Management (BFM), Division of Engineering and Buildings (DEB). This section is responsible for the administration and management of the DGS employee parking program and DGS owned parking facilities at the Seat of Government.

Responsibilities

DGS Parking Services Section's responsibilities include administering state agencies' parking allocations, maintaining state agencies' assignment records, and operating a computerized system containing employee parking assignment information. It is responsible for reporting the monthly parking revenue due to the Parking Revenue Fund and generating detailed monthly parking invoices.

DGS Parking Services Section maintains parking lot space usage information, allocates parking spaces to agencies, issues and tracks permits/hangtags, maintains employee assignment information (name, phone number, and license plate data), records and maintains history of parking violations, generates agency billing records, and provides management reports.

In addition, this Section is responsible for the maintenance, operation, renovations and construction of all the Department of General Services owned parking facilities in the Richmond metropolitan area using fees collected from participants in the DGS State Employee Parking Program.

Hours of Operation and Contact Information

The DGS Parking Services Section office is open from 8:00 a.m. - 5:00 p.m. Monday through Friday excluding state observed holidays. Office contact information:

www.dgs.virginia.gov/parking
Email: ParkingServices@dgs.virginia.gov

Phone: (804) 786-5675
Fax: (804) 786-5911

215 Governor Street
Richmond, Virginia 23219

Inter-Agency Mail Stop: 194-17

After-Hours Emergencies:
DGS 1stService Desk: (804) 786-3578
Capitol Police: (804) 786-HELP

DGS Parking Facilities

A complete listing of DGS buildings can be found in Attachment 1. The listing of DGS parking facilities is included in Attachment 2. These listings and a map of the Capitol Square Area can also be found on the DGS Bureau of Facilities Management website: www.dgs.virginia.gov/bfm.

Hours of Operation

All surface parking lots are open 24 hours a day, 7 days a week. Parking decks are also available 24 hours a day, 7 days a week to those employees who are assigned to the facility using their access card. Most parking decks are staffed by security officers from 6:00 a.m. to 7:00 p.m. Monday through Friday, excluding state observed holidays.

Chapter

2

Payment & Fees

Parking Fees

The Parking Services Section is an auxiliary enterprise of Department of General Services, and as such is self-supporting through user fees. The Section provides parking accommodations for over 6,500 state employees and contractors in 20 lots and decks in the Richmond metropolitan area at a monthly fee less than the current market rate. Fees are used for the maintenance and operation costs of the DGS owned parking facilities and to expand the number of parking spaces available for employee use.

Current Fees

Current fees charged at DGS parking facilities.

Monthly Parking Rate: $46.00
Daily Parking Rate: $ 3.50

Monthly parking rate for DGS parking facilities outside of downtown Richmond, as determined by the DGS Director: $23

To Replace Lost, Stolen, or Unreturned Permits: $15.00

Subsequent changes to parking fees will be announced in advance by the DGS Director and the Parking Services Section. DGS Directive 14 will be updated accordingly.

State agencies utilizing owned or leased parking facilities should consult §4-6.04c of the Appropriation Act and the Leased Parking section of this policy to determine the appropriate parking rate.

Payment and Remittance of Parking Fees

Each agency is required to remit payment to the DGS Parking Fund for all DGS parking spaces allocated to the agency. In addition to spaces assigned to employees, agencies are required to pay for spaces not assigned to a specific employee, such as visitor spaces and spaces for agency owned vehicles not assigned to an individual employee. Agency procedures must be in place to ensure all allocated spaces designated as employee parking spaces are assigned to an employee on a continuous basis.

Process for Remittance

Remittance of parking fees to the DGS Parking Fund will be processed in the following manner:

1. The Department of Accounts (DOA) will establish fund/fund detail 0270 for all state agencies allocated parking spaces by DGS. A memo must be submitted to DGS for an agency parking account to be established with DOA. Contact Parking Services if your agency is new and needs to establish a parking account.

2. DOA will establish a General Ledger Account (GLA 122) in fund/fund detail 0270 entitled "Parking Fee Suspense Account."

3. All payroll deductions for parking fees will be credited to fund/fund detail 0270 in the GLA 122, Parking Fee Suspense Account, in each individual agency's accounting records.

4. Agencies shall deposit all cash received for monthly parking fees in their agency's fund/fund detail 0270, GLA 122 Parking Fee Suspense Account.

5. On the last CARS processing day of the month, DGS will process a charge against each agencies' fund/fund detail 0270, GLA 122, Parking Fee Suspense Account, for the total amount due for parking spaces allocated to the agency.

6. Each month, DGS Parking Services will send a report to the agency Parking Coordinators for use in reconciling the Parking Suspense Account.

7. Each agency shall reconcile fund/fund detail 0270 GLA 122, Parking Fee Suspense Account, each month and process any appropriate accounting entry, such as charging agency funds for spaces occupied by agency owned vehicles.

8. On June 30th, a full and complete reconciliation and explanation of any balance remaining in GLA 122, Parking Fee Suspense Account, must be completed and retained for management and audit purposes.

In the event that an agency's parking space allocation changes the amount of the monthly charge, the affected agency will be notified in writing by the DGS Parking Services Section of the new number of allocated spaces and the new amount of the charge.

If a discrepancy in the parking space allocation occurs, the Parking Coordinator for the agency should contact the DGS Parking Services Section.

Chapter 3

Parking Coordinators and Agency Responsibility

Parking Allocations

Parking allocations are the number of spaces an agency is assigned in Department of General Services owned parking facilities. Allocations are issued to agencies, not individual employees. The agency will, in turn, assign the spaces to their employees in a manner that is consistent with this directive.

Eligibility

State agencies with offices at the Seat of Government are eligible for parking allocations in DGS owned and operated parking facilities. A proportionate share of DGS spaces are allocated, when available, to all eligible state agencies based upon their total number of full time, wage, and contract employees. Priority is given to agencies housed in DGS owned and/or maintained buildings.

Agency Responsibility

Agencies that are allocated spaces in DGS parking facilities are responsible for the assignment of such spaces for use by its employees, for promptly submitting assignment information to the DGS Parking Services Section and for remitting payment to the DGS Parking Fund as outlined in Chapter 2, Payment and Fees. To delete an allocation, the agency must provide written notice and return the permit/hangtag to the Parking Services Office not later than the 5th of the month to which it applies.

Each agency shall determine its own policy for the assignment of its allocated spaces. Agencies shall develop a written policy on parking assignment, including priority assignments such as accommodating the disabled and preferential assignments to upper level management. DGS will not mediate employee complaints concerning an agency's assignment policies. Agencies are also expected to take appropriate disciplinary actions associated with violations of DGS parking policy.

Agency Parking Coordinator Responsibility

Each agency shall appoint a Parking Coordinator from its staff to serve as a parking contact for employees and the Parking Services Section. The agency Parking Coordinator is responsible for:

1. Assigning parking spaces in accordance with agency policy.
2. Reviewing and submitting completed Parking Request Forms to the DGS Parking Services Section in a timely manner.
3. Providing its parking assignees a copy of the DGS Polices and Procedures for the Use of Parking Facilities.
4. Picking up and returning parking permits from the DGS Parking Services office.
5. Submitting updated assignee vehicle information to the DGS Parking Services office.
6. Coordinating guest parking requests for the agency.
7. Notifying parking assignees of any DGS parking policy changes.
8. Arbitrating agency parking policy complaints.
9. Providing the DGS Parking Services Section with the number of agency's full time, wage, and contract employees assigned in DGS maintained and operated buildings.
10. Providing the DGS Parking Services Section with employee parking waiting list information.

Temporary Parking Allocations

During each General Assembly Session, DGS issues 200 spaces in the 7th & Marshall Deck to legislative agencies for staff use. After the General Assembly adjourns, these spaces become available for agency allocation. The number of temporary spaces allocated to an agency will be based upon a percentage of the requests received. No agency is guaranteed the same temporary allocation that it may have received the previous year. Agencies may reassign their allocated temporary spaces during the effective year as they become available. All temporary parking permits expire on December 31st of the effective year and must be returned to the DGS Parking Services Section upon expiration. Agencies that have temporary assignment should have policies in place for affected employees.

Non-State Employee Parking

Guest Parking

DGS will accommodate requests for guest or vendor parking as spaces are available. The Parking Coordinator for an agency requiring parking for guests must submit a Guest Parking Request Form (Attachment 5) no less than five working days prior to the desired date of use. The same fees shown in Chapter 2, Payment & Fees, shall apply.

After receiving the request, DGS Parking Services will contact the agency's Parking Coordinator to inform them whether or not parking is available. There are two methods for picking up guest parking permits after they have been assigned:

- The Parking Coordinator may pick up the permits and distribute them to the guests. An IAT will be sent to the agency for all requested permits prepared by the DGS Parking Services Office unless a check is given when the permits are picked up.
- Guests may be instructed to visit the DGS Parking Services office before parking to pick up their permit. In order to receive the permit, the guest must pay the full amount with a check or money order made payable to the Treasurer of Virginia.

Guests must have a parking permit before they will be permitted to park in a DGS owned facility.

Contractor and Contract Employee Parking

An agency requiring monthly parking for contractors or contract employees shall submit a DGS Parking Request Form to the Parking Services Office. Parking Services will add the month to month assignees to the agency's monthly billing. It is the responsibility of the requiring agency to collect all monthly fees and deposit these payments into their agency's fund/fund detail 0270, GLA 122 Parking Fee Suspense Account.

Contract parkers are considered temporary and, as such, their parking privileges could be suspended to make space for state employees.

Agency Vehicles

Agencies may request parking for agency owned vehicles in DGS parking facilities. These vehicles will be part of an agency's allocation and will be on the monthly bill. Parking fees are the responsibility of the employee assigned to a specific agency owned vehicle. If the agency vehicle is not assigned to a specific employee, the agency shall incur the cost. An access badge will be created for the vehicle if multiple people will need access to use it.

Leased Parking

All leases for private parking spaces must be approved by the DGS Director. If an agency is considering leasing parking, the agency should contact the DGS Division of Real Estate Services (www.dgs.virginia.gov/DRES).

§4-6.04c of the Appropriation Act requires agencies occupying leased office space in the metropolitan Richmond area to charge employees for parking associated with the lease. Unless a waiver is approved by the DGS Director, this parking fee should not be less than what DGS is charging for parking in the downtown state owned facilities. Agencies should contact the DGS Parking Services Section if interested in a waiver. This requirement does not apply to institutions of higher education.

Agencies in leased office space shall establish parking policies for employee use of parking spaces made available along with leased office space and shall enforce the established policy as necessary. The parking policy shall conform to the parking requirements of the office lease agreement and this policy as applicable.

§4-6.04c of the Appropriation Act: "Agencies with parking spaces for employees in state-owned facilities shall, when required by the Director of Department of General Services, charge employees for such space on a basis approved by the Governor. All revenues received from such charges shall be paid directly and promptly into a special fund in the state treasury to be used, as determined by the Governor for payment of costs for the provision of vehicle parking spaces. Interest shall be added to the fund as earned. In the case of any agency with central administrative offices occupying leased or rental space in the metropolitan Richmond area, not including institutions of higher education, the director shall require that a fee be charged to employees for vehicle parking spaces which are assigned to them or which are otherwise available either incidental to the lease or rental agreement or pursuant to a separate lease agreement for private parking space. In such cases the individual employee fee scale shall not be less than that provided for employees at the Seat of Government, provided that if, in the opinion of the director good cause is shown, this portion of the requirement may be amended or waived. Revenues derived from employees paying for parking spaces in leased facilities will be retained by the leasing agency to be used to offset the cost of the lease to which it pertains. Any lease for private parking space must be approved by the Director, Department of General Services."

Chapter 4

Assignee's Use of DGS Parking Facilities

Assignee Responsibility

An assignee is an employee or contractor participating in the DGS state employee parking program who is assigned a space in a DGS parking facility and paying the required monthly fee.

Parking in a DGS facility is a privilege that can be revoked by assignee's agency or by DGS for any reason. Each agency has specific policies and procedures in place that are in coordination with this DGS policy to govern the parking for agency assignees. If an assignee has questions or issues related to parking, please contact the agency's Parking Coordinator.

Each assignee is responsible for:

1. Accurate completion of the DGS Parking Request Form (Attachment 3) and submitting it to your agency's Parking Coordinator.
2. Authorizing the payroll deduction of the assessed parking fee as defined by your agency's policy.
3. Displaying at all times the authorized parking permit while parked in DGS lots and facilities that use hangtag permits.
4. Updating the DGS Parking Request Form as changes occur (license plate numbers, name, office information, authorized user information, etc.). The updates should be submitted to your agency's Parking Coordinator for processing.
5. Observing all posted traffic and directional signs in DGS parking facilities.
6. Reporting any unlawful act witnessed on state property to the Division of Capitol Police.
7. Observing published policies and procedures governing the use of DGS owned and operated parking facilities.

Parking Permits

A parking permit in the form of a plastic parking hangtag and/or an access badge is issued for each assignment in a DGS parking facility. These permits are recorded by DGS Parking Services Section by lot and permit number, and serve to assist in the identification of authorized assignees. An assignee's identification and building access badge that is used for admittance to a parking facility is not to be used by anyone other than the assignee. When an assignee leaves employment with an agency, the parking permit must be returned to the agency's Parking Coordinator for re-assignment.
Altering, forging, copying, or falsely acquiring a parking permit is prohibited. Assignees falsifying a permit will be immediately reported by DGS Parking Services Section to the Division of Capitol Police and the agency Parking Coordinator for investigation.

Displaying Permits

Parking permit hangtags must be prominently displayed from the inside rearview mirror in full view upon entering and while parked in the DGS owned parking facility for which they are required. Any vehicle found not displaying the required facility parking permit may be issued a parking citation and/or towed.

Lost, Stolen, or Unreturned Permits

If a parking permit is lost, stolen, or not returned, a replacement fee will be charged. The assignee may apply for a replacement permit by notifying their agency Parking Coordinator, completing a parking request form for a replacement permit, and paying a replacement fee. The fee shall be paid to the DGS Parking Services Section by check or money order made payable to the Treasurer of Virginia. Upon completion of the issuance of the replacement parking permit, the DGS Parking Services Section will forward a copy of the approved parking request form to the agency Parking Coordinator.

By completing the Parking Request Form for permit replacement, the assignee certifies that the permit cannot be found, and if found, will be returned to the DGS Parking Services Section immediately. No refunds will be made for the return of lost permits after a new permit has been issued. Cases of suspected stolen permits or recurring requests for lost permit replacement will be referred by DGS Parking Services Section to the Division of Capitol Police for investigation. If a permit which has been reported lost or stolen, is found in use, the individual using the permit will be subject to an investigation by the Division of Capitol Police and the individual's agency.

Broken Parking Permits

The broken permit along with a completed DGS Parking Request Form must be submitted to the Parking Services Section to receive a replacement permit. The replacement permit will be issued at no charge provided the permit number can be identified.

Other Parking Assignments

Carpooling

The primary assignee will complete a DGS Carpool Attachment Form (Attachment 4) listing the names and vehicle information for each of the carpool members. This attachment must be submitted with a Parking Request Form for the primary assignee. The members shall sign the attachment form in the spaces indicated. The application should then be submitted to the primary assignee's agency Parking Coordinator for processing. The primary assignee will be responsible for paying the monthly parking fee for the space through payroll deduction. One access card and/or one hangtag will be issued to the primary assignee which should be used by the responsible driver of the carpool.

Authorized Users

Parking assignments may be traded or loaned on a temporary basis only, with maximum two-week duration. Parking assignments may only be traded or loaned to other assignees participating in the DGS Parking Program. The primary assignee must notify their Parking Coordinator in advance, in writing, of the temporary arrangement by providing the vehicle license number, individual's name, and office telephone number of the assignee temporarily using an assigned space. The Parking Coordinator shall inform the DGS Parking Services office of the temporary arrangement. When temporarily using a parking space assigned to another employee, the temporary user must display the parking hangtag permit at all times when parking in a DGS facility that uses hangtag permits. Any violation of this policy may result in DGS permanently revoking the parking privileges of all assignees not complying with these requirements. Use of a primary assignee's access badge to enter a parking facility is prohibited.

Disabled Access Parking

There are a number of parking spaces designated for use by the disabled in the Capitol Area Complex. The majority of these spaces are assigned to disabled employees. Visitor disabled access parking spaces are only located at the State Capitol entrance on Bank Street.

For an employee to be considered for a disabled parking space, the employee should request a space from their agency Parking Coordinator. Employees assigned to disabled access spaces must provide a copy of the disabled placard issued by the Department of Motor Vehicles (DMV) or their vehicle registration showing the DMV disabled access license plates to the DGS Parking Services Section. This information is held strictly confidential in the DGS Parking Services files. All vehicles using parking spaces that have been designated as disabled access parking must display a DMV issued permit or disabled license plates as well as a DGS issued disabled hangtag permit when required. Use of a disabled access space by anyone who is not entitled will result in the vehicle being ticketed and towed.

Use of Parking Facilities and Violations

To ensure a clean and safe environment for users, littering (including liquids), disposing of trash bags, smoking, and leaving disabled vehicles in parking facilities is strictly prohibited. In addition, pets are not allowed in parking facilities unattended. Assignees are responsible for their vehicles and park in the DGS owned facilities at their own risk. Please closely review the rules below.

On Site Vehicle Maintenance

On site vehicle maintenance service is not permitted in parking facilities managed by the Department of General Services. The only exceptions are in the event of an emergency or an immediate safety issue at which time the owner of the vehicle is to notify the DGS Parking Services Office at (804) 786-5675. The owner of the vehicle is required to stay with the vehicle while the emergency service is being performed or until the vehicle is towed from the parking facility.

Sub-leasing of Parking Assignments

The sub-leasing of a parking assignment is prohibited, since any sub-lease has the effect of circumventing the requirements of this policy. Any violation of this policy may result in DGS Parking Services permanently revoking parking privileges of an assignee.

Role of Capitol Police

The Division of Capitol Police provides enforcement of the parking policies issued by DGS by actively patrolling all assigned DGS parking lots and issuing citations for unauthorized parking and/or other violations of this policy. The Division of Capitol Police is also responsible for the prompt, efficient, and fair handling of cited violations and summonses related to the nonpayment of citations. The state contract for towing services is administered by the Division of Capitol Police. The Division of Capitol Police will investigate all unlawful acts and will exercise full police powers in the performance of their duties vested by the General Assembly.

Parking Citations

The following is a listing of violations for which an individual may be cited and/or towed:

- parking in a prohibited zone
- parking in a loading zone
- failure to display valid permit
- parking in or blocking a driveway
- parking in or blocking a crosswalk
- double parking
- unauthorized parking in disabled access zone
- improper parking so as to hinder vehicular or pedestrian traffic
- unauthorized parking in an assigned space
- failure to observe posted traffic and directional signs
- any moving violation

Citations and Fines

Fines for citations are to be paid within 72 hours of issuance to the City of Richmond, Parking Violation Section, City Hall, Room 102, Richmond, Virginia 23219. Fines paid for violations occurring on state property are deposited by the City of Richmond to the State Literary Fund. A late fee will be assessed for unpaid citations and summonses to City Traffic Court will be issued by the Capitol Police. Repeat violators will be investigated and may be subject to disciplinary action by their agency. In addition, such repeat violators may relinquish eligibility for a parking assignment in a DGS facility.

Parking Violations

Parking violations are issued by the DGS Parking Services Section. Violations are issued for vehicles:

- parking in a prohibited zone
- parking in a loading zone
- failure to display valid permit
- parking in or blocking a driveway
- parking in or blocking a crosswalk
- double parking
- unauthorized parking in disabled access zone
- improper parking so as to hinder vehicular or pedestrian traffic
- unauthorized parking in an assigned space

Employees receiving three violations within a ninety day period may be subject to suspension of parking privileges and/or other agency disciplinary action.

Appendix

Attachment 1

List of Buildings

The following is a list of buildings operated and maintained by the Department of General Services. Visit the BFM website (www.dgs.virginia.gov/BFM) for a map identifying the location of these buildings.

Building Name	Location	Number
Oliver W. Hill, Sr. Building	102 Governor Street	701
Washington Building	1100 Bank Street	702
Jefferson Building	1220 Bank Street	703
Patrick Henry Building	1111 E Broad Street	706
Aluminum Building	215-217 Governor Street	707
Zincke Building	203 Governor Street	708
James Madison Building	109 Governor Street	709
Ferguson Building	109 N 14th Street	717
Surplus Property Management Richmond Distribution Center	1910 Darbytown Road	723
Virginia Distribution Center	2400 Riley Ridge Road	724
Morson Row #1	219 Governor Street	727
Morson Row #2	221 Governor Street	728
Virginia War Memorial	621 S. Belvidere Street	731
James Monroe Building	101 N 14th Street	733
Rose & Lafoon Building	109 N 8th Street	734
Supreme Court of Virginia	101 N 8th Street	736
Ninth Street Office Building	202 N 9th Street	737
Virginia's Executive Mansion	Capitol Square	739
Bell Tower	Capitol Square	740
Morson Row #3	223 Governor Street	748
Powers-Taylor Building	13 S 13th Street	760
Pocahontas Building	900 E Main Street	761
Library of Virginia	800 E Broad Street	771
Fleet Management Services	240 W Leigh Street	775
DCLS Biotech Lab	600 N 5th Street	777
Old City Hall	1001 E Broad Street	778
Perimeter Center*	9960 Mayland Drive	782
400 East Cary Street	400 E Cary Street	783
Main Street Centre	600 E Main Street	784
Westmoreland Building	1957 Westmorland Street	785

The following is a list of additional buildings patrolled by the Division of Capitol Police. This list may be updated as needed.

Building	Location	Number
General Assembly Building	910 Capitol Street	741
Industrial Commission	1000 DMV Drive	
Tyler Building	1300 E. Main Street	765
Memorial Hospital Building	1201 E. Broad Street	749
Virginia's Capitol	Capitol Square	738
Department Transportation Annex	1401 E. Broad Street	711
Department of Transportation Building	1221 E. Broad Street	710
Virginia Employment Commission	703 E. Main Street	
Virginia Housing Development Authority	601 S. Belvidere Street	
Virginia Retirement System	1200 E. Main Street	772
Virginia Science Museum	2500 W. Broad Street	

Attachment 2

List of Parking Facilities

The following is a list of parking facilities operated and maintained by the Department of General Services. Visit the DGS Parking website (www.dgs.virginia.gov/parking) for a map identifying the location of these facilities.

Parking Facility	Number
14th and Main Deck	813
400 E. Cary Lot	819
7th and Franklin Deck	826
7th and Marshall Street Deck	822
9th and Franklin Deck	821
Bank Street Deck	803
Closed Portion of Old 14th and Grace Streets Lot	804
Consolidated Laboratory Deck	828
Darden Memorial Garden Lot	801A
Gravel Lot at 9th and Broad Streets	
James Madison Deck	817
James Monroe Deck	805
John Tyler Deck	808
Library of Virginia Deck	825
Main Street Centre Deck	820
North Governor Street	801B
Rear of 1221 E. Broad St., East Side Lot	815
Rear of 1221 E. Broad St., West Side Lot	814
Rear of Department of Transportation Annex Lot	816
South Governor Street	807
Supreme Court Garage	818
Westmoreland Lot	829

Attachment 3

Parking Request Form

This form must be completed by the primary assignee when requesting a new space or updating contact or vehicle information. The form should be submitted to their Agency Parking Coordinator. Visit the DGS Parking website (www.dgs.virginia.gov/parking) for the latest version.

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ParkingServices@dgs.virginia.gov

Parking Request Form

To designate a new assignee, transfer an assignee, update assignee information, or replace a permit, please complete and submit this form to your Agency Parking Coordinator. DGS Parking Services will contact the Agency Parking Coordinator when the action is complete.

PRIMARY ASSIGNEE Information		
Last Name:	**First Name:**	**MI:**
Agency:		**Agency Number:**
Building Name/Address:		**Building Number:**
Work Phone:	**Alternate Phone:**	
Email:		**Non-State Employee:** (Contractor) ☐
Primary License Plate Number:	**Alternate License Plate:**	**Alternate License Plate:**
Authorized User:	**Phone:**	**License Plate:**

The undersigned acknowledges his/her responsibility to comply with the parking policies issued by the Department of General Services and to promptly update any changes to the above employment, vehicle, and authorized user information. The undersigned agrees to the semi-monthly payroll deduction for the parking fee as applicable to the parking space assignment. The undersigned further agrees to return the parking permit and/or access card issued for this space upon termination of the parking privilege. Should the permit be lost, stolen, or unreturned, the undersigned agrees to pay the required fee for its replacement. Parking in a DGS owned or leased facility is at the risk of the undersigned.

Primary Assignee Signature:	**Date:**

ACTION REQUESTED			
☐	New Assignee Previous Assignee:	☐	Transfer from Lot No. _____ Permit No. _____
☐	Updated Contact or Vehicle Information	☐	Lost or Stolen Permit No. _____
☐	Name Change Previous Name:	☐	Broken Permit No. _____

As the Agency Parking Coordinator, approval of this request is recommended and I certify that the employee is eligible for a parking assignment in the Department of General Services facility in accordance with the DGS policy and the criteria established by this agency.

Agency Parking Coordinator Signature:	**Date:**

Lot No.:	**Permit Number:**	**Access Badge Number:**	**Effective Date:**

Entered By: _____ Date Entered: _____

Attachment 4

Carpool Parking Form

This form must be completed to register a carpool for parking. The form should be submitted by the primary assignee to their Agency Parking Coordinator. Visit the DGS Parking website (www.dgs.virginia.gov/parking) for the latest version.

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Richmond, Virginia 23219
Inter-Agency Mail Stop: 194-17
Phone: (804) 786-5675
Fax: (804) 786-5911
ParkingServices@dgs.virginia.gov

Parking Request Form
Carpool Attachment

To register your carpool for parking, please complete and return this form to primary assignee's Agency Parking Coordinator. This attachment must be submitted with a Parking Request Form for the primary assignee. After receiving a carpool request a generic access badge and one parking permit will be issued to the primary assignee.

ACTION REQUESTED			
☐	Register New Carpool	☐	Remove Carpool Assignee(s)
☐	Updated Contact or Vehicle Information	☐	Add New Carpool Assignee(s)

PRIMARY ASSIGNEE INFORMATION		
Last Name:	**First Name:**	**MI:**
Agency:	**Phone:**	

ADDITIONAL ASSIGNEE(S) Information		
Last Name:	**First Name:**	**MI:**
Phone:	**Primary License Plate Number:**	**Alternate License Plate:**
Last Name:	**First Name:**	**MI:**
Phone:	**Primary License Plate Number:**	**Alternate License Plate:**
Last Name:	**First Name:**	**MI:**
Phone:	**Primary License Plate Number:**	**Alternate License Plate:**

The undersigned acknowledges his/her responsibility to comply with the parking policies issued by the Department of General Services and to promptly update any changes to the above employment, vehicle, and authorized user information. The undersigned further agrees to return the parking permit and/or access card issued for this space upon termination of the parking privilege. Parking in a DGS owned or leased facility is at the risk of the undersigned.

Additional Assignee Signature:	**Date:**
Additional Assignee Signature:	**Date:**
Additional Assignee Signature:	**Date:**
Primary Assignee Signature:	**Date:**

Entered By: _____ Date Entered: _____

Attachment 5

Guest Parking Request Form

This form must be submitted by the Agency Parking Coordinator at least five working days prior to the requested date. Visit the DGS Parking website (www.dgs.virginia.gov/parking) for the latest version.

DGS-32-004
(06/11)

DEPARTMENT OF GENERAL SERVICES
Serving Government. Serving Virginians.

www.dgs.virginia.gov/parking

DIVISION OF ENGINEERING AND BUILDINGS

Parking Services and Building Access Section
215 Governor Street
Richmond, Virginia 23219
Inter-Agency Mail Stop: 194-17
Phone: (804) 786-5675
Fax: (804) 786-5911
ParkingServices@dgs.virginia.gov

Guest Parking Request Form

Requests for guest parking will be accommodated as spaces are available. The agency will charged per space for each day of use. The request must be submitted by the Agency Parking Coordinator to DGS Parking Services at least five working days prior to the requested date. The Agency Parking Coordinator or guest shall pick up the parking permit in the DGS Parking Services Office and provide a check made payable to the Treasurer of Virginia before using the parking facility. Agencies within the Capitol Square Complex may choose to be invoiced for the requested guest permits.

PART 1: Requestor's Information	
Agency Name:	**Agency Number:**
Name of Contact at Agency:	**Phone:**
Email:	**Fax:**
Number of Parking Permits Requested:	
Parking Facility Requested:	
Date(s) Requested:	
Payment Method: ☐ IAT ☐ Check	

PART 2: Parker's Information		
1	**Name of Parker:**	**Phone:**
	Make, Color, and License Number of Vehicle:	
2	**Name of Parker:**	**Phone:**
	Make, Color, and License Number of Vehicle:	

Please use the second page if you need additional space.

Received By:	Date:
Assigned Facility:	Amount Due:

PART 2 (continue): Parker's Information		
3	**Name of Parker:**	**Phone:**
	Make, Color, and License Number of Vehicle:	
4	**Name of Parker:**	**Phone:**
	Make, Color, and License Number of Vehicle:	
5	**Name of Parker:**	**Phone:**
	Make, Color, and License Number of Vehicle:	
6	**Name of Parker:**	**Phone:**
	Make, Color, and License Number of Vehicle:	
7	**Name of Parker:**	**Phone:**
	Make, Color, and License Number of Vehicle:	
8	**Name of Parker:**	**Phone:**
	Make, Color, and License Number of Vehicle:	
9	**Name of Parker:**	**Phone:**
	Make, Color, and License Number of Vehicle:	
10	**Name of Parker:**	**Phone:**
	Make, Color, and License Number of Vehicle:	
11	**Name of Parker:**	**Phone:**
	Make, Color, and License Number of Vehicle:	
12	**Name of Parker:**	**Phone:**
	Make, Color, and License Number of Vehicle:	
13	**Name of Parker:**	**Phone:**
	Make, Color, and License Number of Vehicle:	
14	**Name of Parker:**	**Phone:**
	Make, Color, and License Number of Vehicle:	
15	**Name of Parker:**	**Phone:**
	Make, Color, and License Number of Vehicle:	