

Lansing Entertainment & Public Facilities Authority  
333 E. Michigan Ave  
Lansing, MI 48933

## **MONTHLY PARKING AGREEMENT**

1. Monthly permit parkers must adhere to all posted, publicized and/or mailed regulations pertaining to Marketplace property. Failure to follow parking regulations may result in the immediate termination of parking privileges and forfeiture of prepaid fees and deposit.
2. Monthly parking payment must be received by Lansing Entertainment & Public Facilities (LEPFA) on or before the first day of each month. If payment is not received by the third business day of the month, parking privileges will be suspended, the permit will be deactivated, and your deposit may be forfeited. A \$20.00 reinstatement charge will be assessed to reactivate the account.
3. It is important to understand that until notice of termination has been received by LEPFA, monthly parking charges will continue to accrue, and will be the responsibility of the monthly parker.
4. Payment coupons **MUST** be submitted with each payment to assure proper credit to your account. Payment Coupon Sheets are available at [www.lepfa.com](http://www.lepfa.com) under Permit Parking.
5. To withdraw from the program please visit the Lansing Entertainment & Public Facilities Authority administrative office, located on the second floor of Lansing Center. You may also withdraw from the program via certified or US mail using the address above.
6. LEPFA offers monthly parking as it is available and reserves the right to cancel upon 30 days notice, or sooner in the event of non-payment. Parking rates are subject to change upon thirty days notice.
7. You are responsible for the proper care and security of your permit A \$10.00 deposit is required, and will be reassessed in order to replace a lost, broken, or stolen permit.
8. Monthly parking requires a valid email address. All notices and communications will be sent via email and will be posted on the website [www.lepfa.com](http://www.lepfa.com).

**I, the undersigned, have read and understand the procedures and regulations of the Marketplace monthly parking program.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Make and model of vehicle: \_\_\_\_\_

License plate number(s): \_\_\_\_\_ Permit Type / Number: \_\_\_\_\_