

City of Evansville Parking Garages

Managed By:

Evansville-Vanderburgh County Building Authority
1 NW Martin Luther King Jr. Blvd.
Civic Center Room 317
Evansville, IN 47708
Phone: 812-435-2003

Sycamore Street Parking Garage – 500 Sycamore Street
Third Street Parking Garage – 315 Third Street

Office Hours 8:00 a.m. to 4:00 p.m. Closed 12:00 p.m. to 1:00 p.m.

RULES & PROCEDURES

GENERAL OPERATIONS

- Monthly parking fees permit access to a designated parking garage with 24-hour access 7 days a week.
- Parking spaces for non-residents are unassigned.
- Residents will have assigned parking with spaces marked RESERVED.
 - Residents will be given annual parking decals
 - Residents must provide proof of residency annually to obtain a current year parking decal
- The speed limit inside all of the City Parking Garages is 15 mph. Please drive safely and responsibly.
- Solicitation and/or distribution of material by anyone for any purpose is strictly forbidden within or on garage premises.
- Vehicle maintenance is necessary for hazard free parking. (No severe oil or liquid leaks allowed.)

PARKING FEES & BILLING

- Monthly parking fees are \$50.
- Monthly parking fees are due on the first (1st) of every month. Access cards will be deactivated on delinquent accounts.
- Access cards require a deposit of \$20 each. Refundable when returned upon cancellation or termination of the contract.
 - Return access cards to Evansville-Vanderburgh County Building Authority
- Parking access is provided on a month-to-month agreement basis. Non-payment by the first (1st) of the month constitutes immediate cancellation of the agreement.
- Mail your payment to the address listed above for the Evansville-Vanderburgh County Building Authority. Payments can be made by check or cash only. Make checks payable to the Evansville-Vanderburgh County Building Authority.
- Businesses will receive monthly invoices to the email address provided. Individuals will not receive invoices or reminders.

ACCESS CARDS

- For your convenience, monthly parkers are issued access cards to be used for access into and out of the garage.
- There will be a \$20.00 replacement fee for lost, damaged, or destroyed access cards. New or replacement cards may be obtained by contacting the Evansville-Vanderburgh County Building Authority.
- If you have temporarily lost or forgotten your access card, you must take a ticket from the entry terminal to enter the garage and pay the hourly parking fee. There will be no adjustment made to the monthly fee in these circumstances.
- The monthly parking fee entitles a customer to one activated access card.

CANCELLATION, TERMINATION & REFUND

- Management may terminate a monthly parking contract at any time, for non-compliance with the rules and procedures contained here. Termination of a customer's parking contract for noncompliance shall result in forfeiture of any and all advance payments.
- No refunds will be given once the month has started or at any time for any reason. If you are asked to leave the garage because you did not follow the rules, your access card must be returned to the Evansville-Vanderburgh County Building Authority to receive your access card deposit refund. Any member of garage management, police, or Evansville Vanderburgh County Building Authority may ask you to leave if you have not followed the garage rules.

The Evansville-Vanderburgh County Building Authority reserves the right to change these rules and procedures at any time

Revised 04/12/2020