

PARKING LOT PERMIT INFORMATION

- 1.) **Parking permits must be displayed on the first day of the month with the correct month and license plate numbers showing. There is NO grace period.**
- 2.) **Parking permits must be displayed from the rear view mirror with plate numbers visible from the front.**
- 3.) **Backing in is not permitted.**
- 4.) **You must advise us of any changes to your license plate number and supply us with proof of ownership (owner's card) initially.**
- 5.) **IF YOU LOSE YOUR PERMIT, YOU WILL BE REQUIRED TO PAY FULL PRICE FOR A REPLACEMENT.**
- 6.) **For faster service, it is important to know your parking permit number. Permits are sorted by numerical order not last names.**
- 7.) **You may purchase permits via mail, please enclose a check for the correct amount, permit number and a self addressed stamped envelope. Please allow enough return mail time.**
- 8.) **If you are purchasing several permits, you can fax us a list of permit numbers. We can have them ready for pick up when you come in. PLEASE ALLOW A FEW DAYS NOTICE. (Fax-431-2125) Attn: Treasurer's office.**
- 9.) **You may purchase permits for the year in advance, please call ahead so that we may have them pulled and ready in advance. (Please allow a minimum of 24 hours notice). 724-287-1913 ext 5.**
- 10.) **IF YOU HAVE NOT PURCHASED YOUR PERMIT BY THE FIRST OF THE MONTH, IT WILL NOT BE RESERVED.**