

**THIS AGREEMENT IS A CONTRACT BETWEEN THE SIGNED INDIVIDUAL  
AND THE CITY OF BILLINGS. PLEASE KEEP A COPY FOR YOUR RECORDS.**

**GARAGE INFORMATION INCLUDING GARAGE AVAILABILITY CAN BE  
FOUND AT <https://www.billingsmt.gov/255/Garage-Locations-Rates>**

**PLEASE FILL OUT ALL REQUIRED ITEMS (\*) INCLUDING CHECK-MARKING  
EITHER ROOF OR COVERED AND ACCOUNT TYPE: INDIVIDUAL OR  
COMPANY.**

**CHOOSE THE FILL & SIGN OPTION TO THE LEFT OF THE FORM IN ORDER  
TO SIGN THE BOTTOM OF THE SECOND SHEET.**

**EMAIL TO [MOCKELJ@BILLINGSMT.GOV](mailto:MOCKELJ@BILLINGSMT.GOV) WHEN FINISHED.**

## City of Billings

### Monthly Parking Agreement

Parking Division Contact: (406) 657-8412

[mockelj@billingsmt.gov](mailto:mockelj@billingsmt.gov)

\*Facility: \_\_\_\_\_ \*Covered:  (OR) \*Roof:  Access Card: \_\_\_\_\_

\*Individual Account:  (OR) \*Company Account:  Hangtag: \_\_\_\_\_

Applicant Information (\* = Required) (All employer information required for company accounts)

\*Full Name: \_\_\_\_\_

\*Employer Name: \_\_\_\_\_

\*Home Address: \_\_\_\_\_

Employer Address: \_\_\_\_\_

\*City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\*Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

\*Email: \_\_\_\_\_

Employer Email: \_\_\_\_\_

(A valid email is required to receive updated parking news and information affecting monthly parking)

\*State: \_\_\_\_\_ \*Plate: \_\_\_\_\_ \*Make: \_\_\_\_\_ \*Model: \_\_\_\_\_

\*Color: \_\_\_\_\_ \*Year: \_\_\_\_\_

Veh 2 \*State: \_\_\_\_\_ \*Plate: \_\_\_\_\_ \*Make: \_\_\_\_\_ \*Model: \_\_\_\_\_

\*Color: \_\_\_\_\_ \*Year: \_\_\_\_\_ (Add more vehicles on separate sheet / back of form)

Monthly Parking fees: Monthly fees are due and must be received by the fifth calendar day of each month. Please include your account number on payments. If the parking fee is not paid by the due date, a late fee may be assessed, parking privileges may be suspended and/or terminated, and parking citations may be issued. Returned checks / non-sufficient funds payments will result in overdraft fees and can result in the cancellation of parking privileges. Make checks payable to the City of Billings Parking Division or pay online at: [billingsmt.gov](http://billingsmt.gov) using the NON-UTILITY PAYMENT option. The City is authorized to collect account totals, including all fees, in any manner available to the City. Accounts will be sent to collections after 120 days of nonpayment. Prorated Parking fees are available after the 15th day of the parker's first month. A parker's final month's fees will not be prorated, and no refunds, in-whole or in-part will be issued at any time.

Cancellation: Cancellation of a monthly parking agreement must occur **10 days before the beginning of the new month**, or the applicant will be responsible for the next month's fee. To cancel monthly parking, please return a Monthly Cancellation Form to the City of Billings Parking Division office and turn in the parking access card and/or hangtag permit. Failure to return access materials will result in replacement fees.

Rates: The City Council, through resolution, may at any time change parking rates and fees for City parking facilities. The City Parking Division will endeavor to notify facility users at least 30 days prior to the effective date of rate increases.

Changes: The City of Billings retains the right to change operational procedures, to revise or amend the rules and regulations, and to discontinue the parking agreement as it deems necessary at any time and for any reason.

Hangtag/Permit: Monthly parkers must have a valid access card and a properly displayed hangtag, as described in the rules and regulations supplement, for their vehicle to be exempt from parking citations. If a monthly parker does not have a valid access card or properly displayed hangtag and their vehicle is parked in a facility where monthly parking has been established, the vehicle is illegally parked and subject to the penalties described above. In the event the hangtag/permit is lost/misplaced, the monthly account will be responsible for a replacement fee.

Transfer: Transferring a parking access card, hangtag permit, or parking space to another person is prohibited, as is subleasing of a permitted parking space. Transferring or subleasing will result in immediate deactivation of the parking access card or hangtag permit and revocation of parking privileges. In addition, the illegally parked vehicle may be ticketed.

Facility Maintenance: If, for reasons of temporary maintenance, a rental space is not available, parker shall accept alternate parking within the facility during such period. If repairs or maintenance prevents long-term access to parking, notice will be posted and rent abated during such period, but the City of Billings shall have no obligation to provide alternative or substitute parking. **Parkers will be responsible for their own parking arrangements at posted rates.**

Events: The City of Billings may displace parkers, at its discretion, for events and shall have no obligation to provide alternate or substitute parking. **Parkers will be responsible for their own parking arrangements at posted rates.**

Violations: The City of Billings reserves the right to confiscate parking access cards and/or hangtag permits for violation of parking terms and conditions, procedures, rules or regulations. Excessive violations of parking terms conditions, procedures, rules or regulations could result in termination of monthly parking access. The City of Billings also reserves the right to pursue enforcement and penalties for violations of the Billings Montana City Code (BMCC) occurring at any of the parking garages it owns and/or operates.

Waiver: The undersigned User agrees to use the assigned parking facility at their own risk and is responsible for any bodily injury, property damage, or other losses incurred while using the facility. The User should obtain their own insurance to cover bodily injury, property damage, or other loss they incur while using the facility and, in the event the User suffers any bodily injury, property damage or other loss, the User shall look solely to their own insurance coverage and shall make no claim whatsoever against the City of Billings.

Indemnification: The undersigned User hereby agrees to defend, hold harmless, and indemnify the City of Billings, its agents, officers and employees from and against any and all claims, demands, causes of action, damages, costs, expenses, penalties, losses and liabilities arising out of or related to the use of the parking facility.

**I have received, read, and agree to abide by the City of Billings Monthly Parking Garage Rules and Regulations. \_\_\_\_\_\*(Please Initial)\***

By signing this contract, you acknowledge that you have read the terms, conditions, and procedures and that you understand and agree with the contents thereof.

**I HAVE READ, FULLY UNDERSTAND, AND AGREE WITH ALL TERMS AND CONDITIONS ABOVE.**

**APPLICANT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# City of Billings Parking Division

## Parking Rules and Regulations For

### Parking Garages

#### RULES AND REGULATIONS

- Drive slowly and cautiously at all times. Damages to your property, others' property, or the parking facility and equipment are your financial responsibility.
- Some facilities have posted hours of operation. It is your responsibility to know those hours and to operate and park your vehicle accordingly.
- One hangtag and one parking access card will be issued per parker. Hangtag permits must be hung from the rear-view mirror and be visible at all times. It is the user's responsibility to transfer the card and hangtag from one vehicle to another when using an alternate vehicle.
- Vehicle information on file with the Parking Division must be kept current at all times. Permit holder may be subject to citation(s) if vehicle information is found to be invalid.
- Transferring hangtags or access cards to another person is prohibited. Sub-leasing a parking space is prohibited, and revocation of parking privileges may occur if a space is illegally subleased.
- All parking garage spaces are first come, first served. You may park only in the monthly permit-parking designated areas. You may park in a covered or roof space, depending on the permit you purchased.
- Do not park in an hourly / hotel parking space. Do not park in a reserved stall unless it is assigned to you.
- Access cards must be used upon entry and exit. Failure to use access card could result in facility fees or denial of access to the facility.
- Replacement fees for lost hangtags/cards will be charged to the account holder. In the event a hangtag or card is found after a new one is issued, it must be returned to the Parking Division office.
- In the event that your assigned parking garage or lot is full, please contact the Parking Division office. The availability of a parking space is not guaranteed; however, the Parking Division will make every effort to find and provide access to alternative parking.
- Parking is only allowed within the lines of stalls.
- Overnight parking is not allowed unless prior arrangements have been made with the Parking Division. Vehicles parked for over 48 hours will be ticketed.
- Vehicle service and/or mechanical repairs are not permitted in the parking facility.
- You may be cited and fined for violating any of these rules and regulations.

**CONTACT INFORMATION:** Office hours are M-F 8-5 at City Hall (406) 657-8412. Please visit [billingsmt.gov/105/Parking](http://billingsmt.gov/105/Parking) for more information.

**PARK 1**  
2912 3<sup>rd</sup> Ave. N (406)  
657-8412  
[mockelj@billingsmt.gov](mailto:mockelj@billingsmt.gov)

**1<sup>st</sup> Ave N Garage**  
2651 1<sup>st</sup> Ave. N  
(406) 657-8412  
[mockelj@billingsmt.gov](mailto:mockelj@billingsmt.gov)

**PARK 3**  
210 N. 27<sup>th</sup> St. (406)  
657-8412  
[mockelj@billingsmt.gov](mailto:mockelj@billingsmt.gov)

**EMPIRE GARAGE**  
11 N. Broadway (406)  
657-8412  
[mockelj@billingsmt.gov](mailto:mockelj@billingsmt.gov)

Hours of Operation:  
24-7  
No Attendant

Hours of Operation:  
24-7  
No Attendant

Hours of Operation:  
24-7  
No Attendant

Hours of Operation:  
24-7  
No Attendant