

MONTHLY PARKING at the Basilica of Saint Lawrence



INTRODUCTION

Thank you for considering the Basilica Parking Lot. We offer the convenience of downtown parking with competitive rates that are typically below the average rate charged in City and privately owned lots located in the same area. This brochure should answer most of your questions and serve as a guide for our parking policies. We look forward to serving you.

BASILICA BUSINESS OFFICE

The office is open Tuesday through Friday, from 9:00 a.m. until Noon, and 1:00 p.m. to 4:00 p.m. The main number is 828-252-6042 and should be used to obtain information, notify us of any application changes, report problems, etc. For emergencies after business hours call the maintenance department at 828-337-4869.

PARKING RATES

For Monday through Friday from 6:00 a.m. until 5:30 p.m.

<u>MONTHLY PATRON</u> <i>\$65 per month</i>	<u>WEEKLY PATRON</u> <i>\$30 per week or partial week</i> Temporary parking (4 to 7 days)	<u>DAILY PATRON</u> <i>\$10 daily</i> Temporary parking (1 to 3 days)
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ELECTRONIC GATE CARD

\$20 refundable deposit

All patrons must use this card to gain entry to the parking lot.

NOTE: *Special permission required to park after 5:30 p.m. on Weekdays, or anytime on Sat/Sun to prevent being charged for Special Event Parking.*

PAYMENT REQUIREMENTS

Payment is due no later than the 5th of each month. Make checks payable to the Basilica of St. Lawrence. Please note your space # in the memo section.

A delinquent notice will be issued when payment is not received by the 5th of the month subjecting patron to a \$25 late fee. When payment, including late fee, is not received by the 15th of the month, the patron forfeits their parking space and their vehicle is at risk of being towed - unless payment arrangements were made with the business office prior to the 5th of the month due date.

TERMINATING AGREEMENT

Patrons should notify the Business Office two weeks prior to terminating their parking agreement and return their gate card as soon after vacating space as possible to receive their deposit refund. A pro-rated fee will be charged for any partial month needed prior to termination.

PARKING EXCEPTIONS

To accommodate those attending Funerals and Daily Masses on Holy Days of Obligation, parishioners and visitors to the Basilica may park in unoccupied spaces. These events may interfere with patron parking. Rates, however, have been established with this inconvenience in mind. When possible, a 24-hour notice will be posted at the gate entrance/exit announcing these events.

WHAT TO DO IF YOUR SPACE IS OCCUPIED BY SOMEONE ELSE

Park in the lot directly behind the Basilica or in the lot west of the Business Office.

Notify the Business Office as soon as possible so that steps to resolve the problem may be made.

(A notice will be placed on the unauthorized vehicle advising that it is at risk for being towed. If the problem persists, we will have the vehicle removed.)

PLEASE DO NOT create the same dilemma for another parking patron by taking their assigned space.

PLEASE DO NOT park in the lot belonging to Battery Park Apartments. *(Your vehicle will be towed.)*

POWER OUTAGES

Power outages can affect the operation of the gate. When the gate is not operational, please exit lot via the ramp leading to the alley behind Battery Park Apartments.

HOW TO OBTAIN MONTHLY PARKING

If space is available, the following steps are required:

- Complete the online parking application: <http://saintlawrencebasilica.org/commercial-parking>
- Pay the first month's rent along with the refundable deposit for an electronic gate card.

You will receive the following:

- A parking lot space assignment
- An electronic gate card
- A vehicle parking permit

PLEASE USE CAUTION! *Payment of parking fee entitles patron to park vehicle in the Basilica Parking Lot at their own risk. It is advisable to keep vehicle locked at all times.*