

# 1615 Poydras Street

## PARKING INFORMATION

Poydras Louisiana, LLC and Platinum Parking want to thank you for utilizing our parking facility at 1615 Poydras Street.

For additional information regarding parking, please call the parking garage management office at 565-3051. Office hours are Monday through Friday, 8:00 a.m. until 5:00 p.m. We welcome any questions or suggestions you may have.

1. The rates for daily and monthly contract parking are subject to change. Please see insert for current rates.
2. The cashier booth is staffed during the following hours:

Monday through Friday 8:00 a.m. until 7:00 p.m. The garage is closed to the public on Saturdays and Sundays. Monthly contract cardholders have access to the garage with their parking card 24 hours per day, 7 days per week, except where altered by contract.

3. After the above normal business hours when the exit gates are closed, parkers without a monthly contract will be able to exit the garage by paying a \$5.00 fee (exact change only) to an Auto Cashier.
4. Monthly contract parkers are required to use their access cards every time they enter and exit the garage. The card must always be used in the proper "IN-OUT" sequence. If this procedure is not followed, the card reader will not permit the card to be used. Improper use may lead to the cardholder being assessed the daily rate for parking.

In the event a cardholder pulls a ticket for any reason, he or she must contact the parking garage office at 565-3051 immediately to avoid being charged for that ticket.

5. As a convenience for tenants that desire to validate parking for their clients, **parking coupon books** and **stamp validation accounts** are available for parking Monday through Friday until 7:00 p.m. For anyone exiting after 7:00 p.m. **token notes** are available to allow exit when inserted into the Auto Cashier. Call the garage office for further details.
6. The clearance inside the garage is 6' 6". Be advised that vehicles exceeding the height restriction are at risk for serious damage.
7. Visitor parking is available throughout the garage in any space not marked "RESERVED" or "HANDICAPPED". As an added convenience for your customers and clients, "VISITOR RESERVED" spaces are located on level 3-up.
8. Unauthorized vehicles parked in "RESERVED" spaces or in a "HANDICAPPED" space without proper credentials will be towed or immobilized at the owner's expense and risk.

Refer to signs posted throughout the garage or call the garage office for further information.

9. Parking in a manner that occupies more than one space, or parking in areas not designated for parking will result in a warning ticket being issued and the vehicle license plate being recorded. Subsequent offenses will result in a fine, immobilization or towing. Please help us provide ample parking for all of our tenants and guests.
10. The garage has a 5-mph speed limit. Please obey the speed limit while in the garage. Headlights should be used at all times in the garage.
11. Bicycles, skateboards and other non-motorized vehicles are strictly prohibited in the garage. Pedestrian traffic is not permitted on the ramps. These are safety precautions and no exceptions are made.
12. Please exercise caution on the elevator landings and all parking surfaces when it rains as surfaces may become slippery.
13. Please remove all valuables from view in your vehicle and lock your vehicle when you park. We do not assume any liability for lost or stolen property or damage to your vehicle.
14. Motorcycle parking cannot be accommodated in the facility due to the type of parking access equipment. Parking cards and tickets may not be recognized by the equipment while riding motorcycles due to weight and metal recognition factors. We apologize for any inconvenience this may cause.
15. On weekends and evenings while the garage is closed to the public, monthly contract cardholders can raise the overhead security grille by swiping their keycard at the card reader located outside the entrance on the left side of the driveway. Once in the garage, swipe the keycard to raise the gate arm as normal to allow access. When exiting the garage swipe the keycard at the exit card reader to raise the exit gate arm and overhead security grille.

Please remember to swipe the keycard at the entrance and exit even when the gate arm is in the raised position. Failure to swipe the keycard at any time will result in the card being unable to raise the gate arms. Call the parking garage office immediately with any problems at 565-3051.

16. We do allow the general public to use reserved spaces during special events. However, if you have a reserved space, and would like to have it available during a special event, simply fax a request with your name and location of your space(s) **to the garage office at 565-3052 before noon on the day before the event.** We will place an orange traffic cone in your space until event time. Once you arrive, simply move the cone to access your space. We will pick up the cone during the game.
17. Overnight parking is allowed with prior notification based upon each monthly parkers specific contract. You must call the garage office at 565-3051 to provide vehicle information, location and length of stay, and to confirm availability.