

## Keycard Request Form & Monthly Parking Agreement

New Keycard Number \_\_\_\_\_

Keycard Number to be Deleted (if applicable) \_\_\_\_\_

\_\_\_\_\_ Parking: Regular Unreserved

\_\_\_\_\_ Parking: Reserved

\_\_\_\_\_ Non-Parker (Building Access Only)

Name (First, Last) \_\_\_\_\_

Company Name (per Lease) \_\_\_\_\_

Division/Sub-Group \_\_\_\_\_

Suite Number \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Vehicle Information:

Accessible Floors: \_\_\_\_\_

License Plate: \_\_\_\_\_

Make: \_\_\_\_\_

Additional Vehicles: \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

*Return completed form to The Office of the Building, Suite 100, (818) 333-7000, thepointe@worthe.com. Allow 24 hours (business day) for processing.*

### MONTHLY PARKING AGREEMENT

#### THIS CONTRACT LIMITS OUR LIABILITY - READ IT

1

Catalina Media Development, LLC ("Owner") has contracted with a parking management company ("Parking Operator") to operate the parking facilities at the project commonly referred to as The Pointe ("The Project"). Together they are offering parking space for rent, pursuant to each tenant's lease terms, contingent upon acceptance of the following contract terms and upon full observance of all Project rules and regulations. The person signing this form, hereinafter referred to as "Customer," is acknowledging understanding, and acceptance of, all contractual terms outlined in this contract and provided for in any lease under which they may be subject through any contract or employment arrangement.

2 Owner reserves the right to revoke and/or modify parking privileges at any time should they feel the Customer, or any individual associated with the Customer, is acting in a manner detrimental to the Project.

3

Owner and Parking Operator are offering parking space for rent in accordance with each tenant's lease terms. Vehicles left on site are at Customer's (or vehicle owner's) own risk.

4 In self-parking locations, customer agrees to hold Owner and Parking Operator harmless and acknowledges that no bailment is created.

5

Neither Owner nor Parking Operator shall be held liable for any damage to, or theft of, any vehicle or personal belonging left inside any vehicle, under any circumstances.

6 All claims of damage or loss must be reported to authorized Owner or Parking Operator representative (i.e. Manager), itemized and documented in writing and, whenever possible, with photographs, prior to removal of vehicle from the Project.

7 Access keycards are only assigned upon full acceptance of all contractual terms and Project rules. Keycards are assigned to specific individuals and shall not, at any time, be shared, traded, or used to grant unauthorized access in any way (including visitor entry or exit). Lost cards shall be reported immediately to Owner for deactivation; replacement cards will be issued subject to the prevailing purchase rate (currently \$25 each). Violation of any of these policies, or any other abuse of policy or equipment (including access keycards) may result in fines and/or revocation of parking privileges.

8 Parking Operator, though tasked with facility management for the Project, is not authorized to make any changes to policies, rules and/or regulations established by Owner. Any modification or exception shall be thoroughly documented and approved by all parties, at minimum an authorized Owner representative.

9 Owner reserves the right to adjust parking rates at any time, so long as they are in accordance with lease terms.

10 Monthly parking fees are due and payable, in advance, on the first of each month and must be paid no later than five (5) days after due date. Failure to do so will automatically cancel this agreement and customer will then be subject to payment of prevailing visitor rates. No deductions or allowances shall be made for days customer elects not to use parking facilities.

11 Should Owner need or elect to provide valet and/or tandem (stacked) parking at any time, customer agrees to deliver vehicle and its door and ignition keys to the attendant at location where attendant parks vehicles. Liability is limited as posted and as stated herein. Customer also agrees that no personal belongings shall be left inside vehicle. Neither Owner nor Parking Operator shall be held liable for any damage to or theft of vehicle or any personal belongings left therein.

#### **I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE TERMS AND CONDITIONS AND ALL POSTED PARKING RULES AND REGULATIONS AS ESTABLISHED BY PROJECT OWNER OR PARKING OPERATOR.**

Customer Print Name: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Customer Date: \_\_\_\_\_

*Owner Approval (Initial and Date)*