

BUILDING AND PARKING KEYCARD AGREEMENT

CALIFORNIA STATE UNIVERSITY, LONG BEACH RESEARCH FOUNDATION

By signing this Agreement, the undersigned acknowledge to have read this agreement in its entirety, and understands the Rules and Regulations on the reverse side of this form and agrees to all the terms and conditions thereof.

APPLICANT INFORMATION			
Name: _____		CSULB ID: _____	
Street Address: _____		City: _____	State: _____ Zip: _____
Phone: _____		Extension: _____	Email: _____

APPLICATION FOR			
Building and Parking	Parking Only	Building Only	Reserved Parking

APPLICATION TYPE		
New	Renewal	Replacement (\$5 fee)

STATUS			
Foundation Central Office Employee		Foundation Building Employee _____ (Suite #)	
Faculty Member	Student	University Employee _____ (Department/Unit/College)	
Vendor	Other _____ (Please specify)		

VEHICLE INFORMATION			
License Plate #: _____		State of Issue: _____	
Make: _____	Model: _____	Year: _____	Color: _____

Applicant Signature: _____ **Date:** _____

BUILDING ACCESS (Suite 332 and Foundation HR door require special approval by Foundation Directors)			
Lobby Doors	Elevators	East Emergency Door	Room 130 Comp Lab
2nd Floor Conf Room	Suite 332 (Admin Office)	Suite 332 (Internal Doors)	Foundation HR

Director Name: _____ **Signature:** _____ **Date:** _____

FOUNDATION USE ONLY			
Date Payment Received: _____		Amount: _____	
Payroll Deduction: <input type="checkbox"/> State <input type="checkbox"/> Foundation			
Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check _____ (check#)		<input type="checkbox"/> Bill to Dept. _____	
For Period: Begin Date _____		End Date _____	
Access Code _____			
Keycard #: _____		Hanger #: _____	
Parking Access: <input type="checkbox"/> Tenant Parking <input type="checkbox"/> Student Parking <input type="checkbox"/> Reserved Parking			

CSULB RESEARCH FOUNDATION

RULES AND REGULATIONS FOR BUILDING AND PARKING KEYCARD AGREEMENT

1. Upon issuance of a keycard, CSULB Research Foundation ("Foundation") grants the undersigned ("Authorized Keycard Holder") access to the Foundation building. Upon issuance of a keycard and current mirror hanger, the Foundation grants the undersigned (Parking Patron) a conditional license to park one (1) motor vehicle in unavailable parking space in the CSULB Research Foundation lot (6300 State University Drive) pursuant to these Rules and Regulations. The Foundation does not assume care, custody or control of any vehicle or its contents and is not responsible for any fire, theft, damage or loss to any private property on the premises including loss to vehicles or contents. This conditional license to park and/or building access is non-transferrable.
2. A keycard will be activated for building and/or parking access when this form is submitted and, if applicable, when payment is received for the period covered. A rear view mirror hanger will be issued to each keycard holder who has parking privileges either on an annual or semester basis. The mirror hanger must be clearly displayed while the vehicle is parked in the Foundation lot. The keycard and mirror hanger shall remain the property of the Foundation. Any violation of the Building and Parking Keycard Agreement and Rules and Regulations thereof shall result in deactivation of the keycard and shall require return of the keycard and mirror hanger. No reimbursement will be made for any unused prorated payments.
3. Loss or theft of a keycard or mirror hanger must be reported to the Parking Booth Attendant or Foundation Cashier immediately. The replacement fee for a keycard or mirror hanger is \$5.00 each.
4. Parking is prohibited in the following areas, unless specifically authorized:

Carts only spaces	Visitor parking	Fire lanes
Reserved parking spaces	University officials spaces	Pedestrian walkways
Disabled parking spaces	Loading zones	Side walks
5. No overnight parking allowed without prior approval from Parking Administration. Unauthorized overnight parking or vehicles parked in the lot more than one (1) calendar day may be subject to towing and impound at the Owner's expense. Oversized vehicles, e.g. recreational vehicles, are not allowed in the parking facility. Delivery trucks and vans are permitted access for drop off and pick up purposes only, and delivery vehicles are limited to the loading zones only.
6. Vehicle washing, waxing, and detail work is strictly prohibited while parked in the Foundation lot. Parking of unlicensed or uninsured vehicles is prohibited. The parking of vehicles that, in the opinion of the foundation, pose a hazard of any kind, or are suspected to contain hazardous contents, is also prohibited. Violation of the rules is subject to revocation of parking privileges. No reimbursements will be made for any unused prorated payments.
7. The parking facility is a self-parking facility. Parking availability is on a first-come, first served basis and issuance of keycard and mirror hanger does not guarantee the availability of a parking space on a daily basis unless reserved parking is purchased. If reserved parking is purchased, parking patron must park in the assigned parking space or pay the daily rate for another space. The Foundation will use its best efforts to monitor the parking availability, but will not make any refunds if parking is not available.
8. The Foundation reserves the right to refuse sale or issuance of a keycard to any person who willfully refuses to comply with the Rules and Regulations of the Building and Parking Keycard Agreement. The Foundation reserves the right to suspend or revoke parking or building privileges at any time, without advance notice. No reimbursement will be made for any unused prorated payments.
9. Parking patrons or Authorized Keycard Holders assume all risks in entering the Foundation parking lot or Foundation building and hereby agree to indemnify, defend and hold the Foundation and its employees, agents and contractors free and harmless from and against any and all claims, lawsuits, liabilities, costs and expenses (including attorney's fees and court costs) whatsoever arising out of or in any way connected with the issuance of a keycard and use of the Foundation's parking and building facilities.
10. Notwithstanding the foregoing, the Foundation will investigate any damage sustained to Parking patron's motor vehicle that results from the willful misconduct or gross negligence of the Foundation or Foundation's employees while acting within the scope of their employment. Any claim for damage resulting from the willful misconduct or gross negligence of the Foundation or its employees must be reported and itemized in writing and delivered to the Foundation's Parking Administration within two (2) business days after the damage or loss occurs. Any claim not reported within the specified time limit shall be deemed waived. The Foundation shall have the option to make repairs at its expense of any claimed damage within ten (10) business days after a determination of fault on the part of the Foundation or employees acting within the scope of their employment, or to pay Parking patron the estimated cost to repair such damage. The Foundation is not responsible for loss of use of the parking patron's motor vehicle.