



BUILDING AND PARKING KEYCARD AGREEMENT

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: _____

Cell Phone: _____ Email: _____

APPLICATION FOR

Building and Parking

Parking Only

Building Only

Reserved Parking

APPLICATION TYPE

New

Renewal

Replacement (\$20 fee)

STATUS

Foundation Central Office Employee

Foundation Building Employee (Suite #) _____

Faculty Member

Student

University Employee _____

Vendor

Other _____ (Please specify) (Department/Unit/College)

VEHICLE INFORMATION

License Plate #: _____

Make: _____ Model: _____

Applicant Signature: _____ Date: _____

BUILDING ACCESS (Suite 332 and Foundation HR door require special approval by Foundation Directors)

Lobby Doors

Elevators

East Emergency Door

Monday - Friday 8AM-5PM

Outside Normal Business Hours _____ (Please specify)

Director Name: _____ Signature: _____ Date: _____

FOR RESEARCH FOUNDATION USE ONLY

Date Payment Received: _____ Amount: _____ Payroll Deduction: ☐ State ☐ Foundation

Payment Method: ☐ Cash ☐ Credit Card ☐ Check #: _____ ☐ Bill to Dept. _____

For Period: Begin Date _____ End Date _____ Access Code _____

Keycard #: _____ Hanger #: _____

Parking Access: ☐ Tenant Parking ☐ Student Parking ☐ Reserved Parking



BUILDING AND PARKING KEYCARD AGREEMENT

1. The Research 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 Research 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.
2. Upon issuance of a keyboard, CSULB Research Foundation ("Research Foundation") grants the undersigned ("Authorized Keycard Holder") access to the Research Foundation building. Upon issuance of a keycard and current mirror hanger, the Research 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 Research 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.
3. 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 window ID # will be issued to each keycard holder who has parking privileges either on an annual or semester basis. The window ID # must be clearly displayed while the vehicle is parked in the Research Foundation lot. The keycard and window ID # shall remain the property of the Research 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 window ID #. No reimbursement will be made for any unused prorated payments.
4. Loss or theft of a keycard or window ID #. Hanger must be reported to the Parking Booth Attendant of Research Foundation Cashier immediately. The replacement fee for a keycard or mirror hanger is \$20.00 each.
5. 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
6. 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.
7. Vehicle washing, waxing, and detail work is strictly prohibited while parked in the Research Foundation lot. Parking of unlicensed or uninsured vehicles is prohibited. The parking of vehicles that, in the opinion of the Research Foundation, pose a hazard of any kind, or are suspected to contain hazardous content, is also prohibited. Violation of the rules is subject to revocation of parking privileges. No reimbursements will be made for any unused prorated payments.
8. 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 Research Foundation will use its best efforts to monitor the parking availability but will not make any refunds if parking is not available.
9. Parking patrons or Authorized Keycard Holders assume all risks in entering the Research Foundation parking lot or Research Foundation building and hereby agree to indemnify, defend and hold the Research 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 Research Foundation's parking and building facilities.
10. Notwithstanding the foregoing, the Research Foundation will investigate any damage sustained to Parking patron's motor vehicle that results from the willful misconduct or gross negligence of the Research Foundation or Research 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 Research Foundation or its employees must be reported and itemized in writing and delivered to the Research 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 Research 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 Research Foundation or employees acting within the scope of their employment, or to pay Parking patron the estimated cost to repair such damage. The Research Foundation is not responsible for loss of use of the parking patron's motor vehicle.

Signature: _____

Date: _____