

NEBRASKA

DEPT. OF ADMINISTRATIVE SERVICES

State Building Division

State of Nebraska Parking Policy

Summary:

This parking policy is promulgated under authority of Neb. Rev. Stat. § 81-1108.16 for the effective and efficient administration of state government. It supersedes all prior versions of this policy.



Jason Jackson, Director, DAS



Brent Flachsbart, Administrator, SBD

1. Eligibility:

All state government vehicles, elected officials, employees, job applicants, and appointees are eligible for state parking access. Other guests may be granted access upon the request of an agency director, board chair, or their designee.

2. Applications:

The Application for vehicle (Appendix A) and bike (Appendix B) parking is available on the Administrative Services State Building Division (SBD) website. The completed form is sent to SBD to the attention of Parking Services by email to assbd.parking@nebraska.gov, interagency mail, USPS mail, or in person to the First Nebraska Administration Building, 1526 K St. Suite 160. SBD will acknowledge receipt and update the requestor.

3. Approval Authority:

Requests for parking will be considered at the discretion of the State Building Division Administrator or their designee.

4. Prioritization:

Parking approval is issued at the discretion of SBD in the following order of priority:

- a. State vehicles
- b. Elected officials
- c. Agency heads
- d. Appointees serving at the pleasure of agency heads
- e. Permanent state employees based upon date of request
- f. Temporary employees
- g. Other guests

5. Parking Approval Offers:

SBD will notify the employee of a parking offer when a parking space is available. Employee has 5 business days to accept. If accepted, SBD will then coordinate with the employee to obtain their AVI sticker or hang tag for garage or lot access and process the payroll parking deduction. Once the payroll deduction has been completed, SBD will notify the employee's agency HR.

If parking is not available in the employee's preferred lot, SBD may offer parking in a lot where space is available. If this is not the employee's preferred lot and the offer is accepted, at the employee's request, their name will remain on their preferred list. If an offer is rejected, the employee's name will be moved to the preference list for a lot of their choice.

6. Cancellation:

Parking access can be cancelled at any time at the discretion of State Building Division or at the request of the employee.

To terminate a parking assignment, employees should complete the "Parking Cancellation Form" (Appendix C) on the SBD website and submit to SBD to the attention of Parking Services by email to assbd.parking@nebraska.gov, interagency mail, USPS mail, or in person to the First Nebraska Administration Building, 1526 K St. Suite 160. Parking access to the assigned garage will cease at the end of the business day on the date of cancellation. Hang tags or proximity (prox) cards must be returned to SBD before SBD can cease deductions. SBD will notify the employee's agency HR by emailing a scanned copy of the fully executed "Parking Cancellation Form". An employee may reapply 90 days from the date of relinquishment and will be added to the preference list.

Termination of State employment will result in parking privileges being automatically relinquished. Hang tags or prox cards, if issued, should be returned to SBD or a charge equal to their replacement cost will be assessed.

7. General Policies:

- a. All lots are open parking except 1630 J St, 1645 K St, 1604 H St, and 501 IMS garage which are assigned by parking spot.
- b. Parking hang tags (tag) or AVI stickers must be visually displayed inside the vehicle. Hang tags must be either hanging from the rearview mirror or placed on top of the vehicle's dashboard. AVI stickers must be permanently affixed to the windshield near the rearview mirror. If a hangtag is forgotten, a clearly dated note, which includes your name and work number must be placed visibly on the dash of the vehicle.
- c. Replacement, deteriorated, lost or stolen tags should be reported immediately to SBD and a replacement tag will be issued to the requestor. The fee for the replacement tag will be processed as a one-time payroll deduction. (See appendix B for rate schedule)
- d. SBD reserves the right to close, either temporarily or permanently, any portion, or all, of any SBD controlled parking garage or lot at any time.
- e. All parking areas are operated on an over-sell basis. The percentage of over-sell is determined by SBD based on occupancy levels. No guarantees of a parking space shall be expressed or implied.
- f. The use of any parking garage or lot is at the owner's risk. SBD is not responsible for personal injuries or liability for loss resulting from fire, theft, vandalism, or damage to any vehicle or article left therein.
- g. Employees may park in the garage or lot they are assigned on weekends.
- h. Employees requiring their personal vehicle to be parked overnight or more than 48 consecutive hours must e-mail the estimate time, duration, and vehicle information to the NSP Capital Security Division, nsp.capitalsecurity@nebraska.gov or 402-471-2400, or the Omaha State Office Building Security staff.
- i. Lists are maintained for future parking assignments by SBD. Applicants are added to the wait list and parking is assigned at SBD discretion.
- j. Parking access may not be subleased or shared by the assignee to other individuals and are not transferable except for carpools (see section 13, carpool policy).
- k. Motorcycle parking is allowed in spaces designated for motorcycle parking, unless all designated motorcycle stalls are unavailable another vacant stall may be used. Stickers and fees for such spaces are required. Motorcycles should be doubled up in stalls where possible.
- l. Bicycle parking is not allowed in garages or lots and only where appropriate bicycle racks are located.
- m. Only one vehicle per employee may be parked at a time

8. Rates/Payments:

The rates for all parking assignments will be determined in accordance with Neb. Rev. Stat. § 81-1108.17 (Appendix D)

All assignments for State owned vehicles may be billed to and paid for by the agency through the interagency Billing Transaction (IBT) process.

If an employee needs to update vehicle information for a change of vehicle driven to work or would like an additional AVI sticker for a same employee-owned additional vehicle, submit the "Vehicle Updates, Additional AVI Stickers & Permits Form" (Appendix E) to SBD.

Employee's utilizing private parking may be able to utilize payroll deduction. Contact SBD to determine if the parking facility has been designated for payroll deduction and then submit the "State of Nebraska Tax

Exemption Parking Plan Employee Election to Participate Form" (Appendix F) to SBD to initiate payroll deduction.

9. Termination or Revocation of Parking Permits or Spaces:

SBD reserves the right to suspend or terminate an employee's parking privilege at any time. Upon suspension or termination of an employee's parking privilege, the parking hang tags or prox cards, if issued, should be returned to SBD or a charge equal to their replacement cost will be assessed.

10. Violations:

Violations include but are not limited to:

1. Parking without proper authorization and/or State and local registration laws
2. Parking in a marked "No Parking" area, TSB pool vehicle spot, sidewalk, driveway or other unauthorized area
3. Failure to permanently attach sticker or display hang tag
4. Driving the wrong direction
5. Backing into a garage parking stall
6. Driving in an unsafe manner
7. Not abiding by the posted speed limit
8. Violating vehicle height restrictions
9. Not parking within the lines of the stall
10. Transferring, sharing, or duplicating parking hang tag or prox card with anyone other than to whom it was issued
11. Parking or attaching a bicycle, motorcycle, scooter, or other means of conveyance to State property not specifically designed for such purpose
12. Any other violation of this policy
13. Any violation of State law or agency policy

11. Enforcement:

Enforcement may be administered by SBD, NSP Capital Security Division, Omaha State Office Building Security staff, or other authorized law enforcement agencies.

Violations of parking facility rules and/or policies may result in:

- Warning
- Citation
- Vehicle immobilization
- Towing of vehicle at the owner's expense
- Revocation of parking privileges
- Discipline

12. Accessible Parking:

To request Accessible parking submit the "Accessible Parking Request Form" (Appendix G) to SBD. Accessible parking hang tags or accessible plates must be displayed while the vehicle is parked in any accessible marked stall.

SBD will comply with the ADA standards for accessible design as published by the US Department of Justice and shall create accessible spaces according to the table in Section 4.1.2 (5) of these standards.

13. Carpools:

A carpool is defined as two or more State employees who commute to work in the same vehicle on a regular basis and who mutually agree to share one garage or lot assignment. Violation of this policy may result in the revocation of all members of the carpools' parking privileges.

The employee to whom the Carpool assignment is issued will:

1. Be designated as the point of contact person for the carpool
2. Submit the "Carpool Registration Form" to SBD (Appendix H)
3. Be responsible for the actions of all members of the carpool
4. Have the parking fee deducted from their payroll
5. Notify SBD of any changes in membership of the carpool, and at such time, a new carpool registration form must be completed
6. All members must complete a parking application form

Each member of the carpool is subject to all parking policies. Violation of any parking policy may be assessed against the contact employee.

14. Visitor Parking:

Visitor access to parking may be available for employee's not assigned in Lincoln and at the discretion of the State Building Division Administrator. An Agency requesting visitors should submit the "Visitor Parking Request Form" (Appendix I). Agencies requesting visitors will include billing information for the request. Executive level visitor requests will go to the Building Division Administrator for approval.

State of Nebraska Parking Policy

APPENDICES

APPENDIX A	Parking Application
APPENDIX B	Bicycle Parking Agreement
APPENDIX C	Parking Cancellation
APPENDIX D	Parking Rate & Fees
APPENDIX E	Vehicle Updates, Additional AVI Stickers and Permits
APPENDIX F	Private Parking Payroll Deduction
APPENDIX G	Accessible Parking Request
APPENDIX H	Carpool Registration Agreement
APPENDIX I	Visitor Parking Request Form

Appendix A



PARKING APPLICATION

STATE OF NEBRASKA
AS/SBD PARKING SERVICES
1526 K STREET, SUITE 160
LINCOLN, NE 68508
402-471-3191

AS/SBD PARKING SERVICES
OMAHA STATE OFFICE BUILDING
1313 FARNAM STREET
OMAHA, NE 68102
402-595-2115

OFFICE USE ONLY

DATE ASSIGNED: _____ FACILITY: _____

ASSIGN ID: _____ PARKING FEE PER MONTH: _____

CONTINUOUS YEARS OF SERVICE: _____

PAID BI-WEEKLY: _____ PAID MONTHLY: _____

CARPOL Y/N: _____ PERMIT/HANG-TAG: _____

PROX CARD NUMBER: _____ FEE: _____

AVI STICKER 1: _____ FEE: _____

AVI STICKER 2: _____ FEE: _____

AVI STICKER 3: _____ FEE: _____

RECEIVED & LOGGED TOTAL: _____

Applicant's Legal Name: _____
Agency Name & Number: _____
Office Address: _____
Employee Email Address: _____

Employee ID Number: _____
Office Phone Number: _____
Driver's License (optional): _____
Continuous Service Date: _____

VEHICLE INFORMATION

	Vehicle Number 1	Vehicle Number 2	Motorcycle
Make:	_____	_____	_____
Model:	_____	_____	_____
Year:	_____	_____	_____
State/License Plate Number:	_____	_____	_____
Color:	_____	_____	_____

Upon our receipt of this form you will be placed on the Waiting/Preference List until there is available parking.

LINCOLN GARAGES/LOTS

- | | |
|--|--|
| <input type="checkbox"/> 1501 M Street – East Garage
<input type="checkbox"/> 1401 L Street – South Garage
<input type="checkbox"/> 703 S 16 th Street – A Lot
<input type="checkbox"/> 1645 H St – Leg./Supr Crt
<input type="checkbox"/> 1630 J Street – J Lot/DOL
<input type="checkbox"/> 1645 K Street - Leased Lot | <input type="checkbox"/> 501 Garage – 1331 K Street
<input type="checkbox"/> 1526 K Street Lot
<input type="checkbox"/> 1526 K Street Lot – Bike Parking
<input type="checkbox"/> Executive Lot – 1604 H Street
Agency Assignment(s) |
|--|--|

OMAHA GARAGE

- Omaha Park II – 1313 Harney Street
 Omaha OSOB LL – 1313 Farnam Street

After making your selection(s), please sign, scan and send the completed form to assbd.parking@nebraska.gov.

The use of any assigned parking facility shall be at the permit or card holder's risk. AS/SBD shall not be responsible for personal injuries or liability for loss resulting from fire, theft or damage to any vehicle or article left therein. Only license is granted hereby and no bailment is created.

I hereby warrant that the above information is true and, upon assignment at a parking facility or lot, authorize the required fee be deducted from my earnings each month. I am responsible for such fee(s) until said parking privileges are terminated or State employment ends.

I have read and understand the parking policy, including how to terminate my parking assignment and the process to stop payroll deductions.

Employee's Signature

Date

Appendix B



DEPT. OF ADMINISTRATIVE SERVICES
State Building Division

BICYCLE PARKING AGREEMENT

STATE OF NEBRASKA
AS/SBD PARKING SERVICES
1526 K STREET, SUITE 160
LINCOLN, NE 68508
402-471-0492

OFFICE USE ONLY	
DATE ASSIGNED:	_____
FACILITY:	<u>1526 K STREET – BIKE ROOM</u>
LINE ASSIGNMENT ON LIST:	_____
NSP CAPITOL SECURITY ACCESS:	_____

Applicant's Legal Name: _____
 Agency Name & Number: _____
 Office Address: _____
 Employee Email Address: _____

Employee ID Number: _____
 Office Phone Number: _____

BICYCLE INFORMATION

	Bike Number 1	Bike Number 2	Bike Number 3
Make:	_____	_____	_____
Model:	_____	_____	_____
Color:	_____	_____	_____

BIKE PARKING AGREEMENT

There are no assigned spots. All bike racks are first come, first serve. This is not a bike storage area. If for some reason your bike needs to remain in the Bike room overnight or over the weekend, you must notify Capitol Security, 402-471-2400 or Parking Services, 402-471-0492. This room is a secured area with cameras located outside the door for monitoring individuals utilizing the Bike room and the lot. Note: The State is not responsible for lost or stolen items from the bike room.

There is no fee for parking in the Bike room. We ask that you respect your fellow parkers and keep the Bike room clean at all times. If you accidentally create a mess, we ask that you take care of it immediately. There will be no trash left in the Bike room (to avoid bugs and critters making themselves at home). This is not a changing room. We ask that you check the door when leaving to make sure it's secure as it's on a secured lock system. Please close the door, wait for it to latch and if there are any issues with the door, please report them to Parking Services: 402-471-0492 or Maintenance: 402-471-0412.

Should you decide you no longer wish to utilize the Bike room, we ask that you notify our office immediately to give others the opportunity to access the Bike room.

I have read and understand the Bike parking agreement, and will contact Parking Services when cancelling my access. Capitol Security must be notified immediately.

Employee's Signature

Date

Appendix C



DEPT. OF ADMINISTRATIVE SERVICES
State Building Division

PARKING CANCELLATION FORM

STATE OF NEBRASKA
AS/SBD PARKING SERVICES
1526 K STREET, SUITE 160
LINCOLN, NE 68508
402-471-3191

AS/SBD PARKING SERVICES
OMAHA STATE OFFICE BUILDING
1313 FARNAM STREET
OMAHA, NE 68102
402-595-2115

AS/SBD PARKING PROGRAM USE ONLY:	
<input type="checkbox"/> HR Partner Notified	Date: _____
<input type="checkbox"/> Database Record Cancelled	Date: _____
<input type="checkbox"/> AVI Sticker Deactivated	Date: _____
<input type="checkbox"/> Prox Card Deactivated	Date: _____
<input type="checkbox"/> Hang-tag/Prox Card Returned	Date: _____
<input type="checkbox"/> Contacts Email Address Deleted	Date: _____
<input type="checkbox"/> Scanned Application Status Change	Date: _____

PLEASE EMAIL THIS FORM TO: assbd.parking@nebraska.gov

State Employee Notification:

1. Upon leaving State employment, you must complete this Parking Cancellation Form to stop your payroll parking deductions. If not received, you will be responsible for parking deductions up to your last day of employment.
2. AS/SBD requires all parking related hang-tags or prox cards be returned to the parking office on or before your last day of parking in a state garage or lot. Note location above. If not returned there will be a replacement fee deducted from your final pay check.
3. Coordinate with your HR Partner to return hang-tags or prox cards before your last day of employment. If relying on HR Partner to return these, please specify that all items need to be returned to AS/SBD Parking.
4. If terminating parking but continuing to work for the State, you must complete the Parking Cancellation Form to stop payroll parking deductions. If not received, you are responsible for the parking deductions until received by AS/SBD Parking. Reference item number 2.

Upon receipt of this fully executed cancellation form. The form will be forwarded to your current agency, board or commission and will be retained in the parking records of the AS/State Building Division.

Cancellation Employee Information:

Cancellation Date: _____ Parking Facility: _____

Employee's Name: _____ Employee's ID Number: _____

Employee's Phone Number: _____ Agency Name: _____

Employee's Email Address: _____

Employee's Signature

Date

Appendix D



STATE OF NEBRASKA ADMINISTRATIVE SERVICES, STATE BUILDING DIVISION PARKING RATES & FEES

PARKING RATES REV. SEPTEMBER 26, 2023

Lincoln:

<i>Garage/Lot Number</i>	<i>New Name</i>	<i>Previous Name</i>	<i>Address</i>	<i>Rate/Monthly</i>
1401	1401 Garage	South Garage	1401 L Street	\$30
1401	1401 Garage	South Garage – Carpool	1401 L Street	\$30
1501	1501 Garage	East Garage	1501 M Street	\$30
1501	1501 Garage - Carpool	East Garage – Carpool	1501 M Street	\$30
501	510 Garage – UL – Carpool	IMS Garage (Top-Carpool)	1331 K Street	\$40
501	510 Garage – LL – Carpool	IMS Garage (Bottom-Carpool)	1331 K Street	\$50
501	510 Garage – Upper Level	IMS Garage Top	1331 K Street	\$40
501	510 Garage – Lower Level	IMS Garage Bottom	1331 K Street	\$50
1400	1400 Garage	TSBC Garage	1400 M Street	\$30
1445	1445 Lot	Capitol Horseshoe Drive	1445 K Street	\$24
1526	1526 Lot	1526 K Street Bldg. Lot	1526 K Street	\$24
1604	1604 Lot	Executive Lot	1604 H Street	\$24
1630	1630 J Lot	Lot J	1630 J Street	\$24
1630	1630 DOL Lot	Labor Lot 501 LL	1630 J Street	\$30
1645	1645 Lot	Lot D – Legislature/Supreme Court	1645 H Street	\$24
703	703 Lot	Lot A	703 S 16 th Street	\$24
703	703 Lot – Carpool	Lot A Carpool	703 S 16 th Street	\$24
1645 K	1645 K – Lease Lot	Speedway Properties	1645 K Street	\$50
<i>Omaha:</i>				
<i>Garage/Lot Number</i>	<i>New Name</i>	<i>Previous Name</i>	<i>Address</i>	<i>Rate/Monthly</i>
1313	1313 Garage – LL OSOB	OSOB LL Garage	1313 Farnam Street	\$30
1313 II	1313 Park II	Omaha Park II	1313 Harney Street	\$30

Replacement Fees:

Hangtags	\$10
AVI Sticker(s)	\$10
Motorcycle Sticker(s)	\$5
Prox Cards	\$10
Temporary Parking Hang Tags or assigned PIN number	\$5 each/per day

Appendix E



VEHICLE UPDATES, ADDITIONAL AVI STICKERS & PERMITS

STATE OF NEBRASKA

AS/SBD PARKING SERVICES
1526 K STREET, SUITE 160
LINCOLN, NE 68508
402-471-3191

AS/SBD PARKING SERVICES
1313 FARNAM STREET
OMAHA, NE 68102
402-595-2115

OFFICE USE ONLY

DATE ASSIGNED: _____ PDBA CODE: 6253 CARPOOL Y/N: _____ PERMIT/HANG-TAG: _____

AVI STICKER 1: _____ FEE: _____ PROX CARD NUMBER: _____ FEE: _____

AVI STICKER 2: _____ FEE: _____ MOTORCYCLE: _____ FEE: _____

TOTAL FEE: _____

Applicant's Legal Name: _____ Employee ID Number: _____

Agency Name & Number: _____ Office Phone Number: _____

Office Address: _____ Employee Email Address: _____

VEHICLE INFORMATION

	New Vehicle	Previous/Replacement Vehicle	Deactivated AVI Sticker Prox Card Number
Make:	_____	_____	_____
Model:	_____	_____	_____
Year:	_____	_____	_____
State/License Plate Number:	_____	_____	_____
Color:	_____	_____	_____

Identify your current assigned lot/garage:

LINCOLN GARAGES/LOTS

OMAHA GARAGE

- | | | |
|---|--|--|
| <input type="checkbox"/> 1501 M Street – East Garage
<input type="checkbox"/> 1401 L Street – South Garage
<input type="checkbox"/> 703 S 16 th Street – A Lot
<input type="checkbox"/> 1645 H Street – D Lot
<input type="checkbox"/> 1630 J Street – J Lot/DOL
<input type="checkbox"/> 1645 K Street - Lease Lot | <input type="checkbox"/> 501 Garage – 1331 K Street
<input type="checkbox"/> 1526 K Street Lot
<input type="checkbox"/> 1526 K Street Lot – Bike Parking
<input type="checkbox"/> Executive Lot – 1604 H Street, Agency Assignment(s) | <input type="checkbox"/> Omaha Park II – 1313 Harney Street
<input type="checkbox"/> Omaha OSOB LL – 1313 Farnam Street |
|---|--|--|

All AVI Stickers/Loaner Vehicle Prox Cards/Hang-tags can be obtained at AS/SBD Parking. Location: 1526 K Street, Suite 200. Office Hours: 8AM – 11:30 AM & 1 PM – 5 PM, Monday thru Friday

The use of any assigned parking facility shall be at the permit or card holder's risk. AS/SBD shall not be responsible for personal injuries or liability for loss resulting from fire, theft or damage to any vehicle or article left therein. Only license is granted hereby and no bailment is created.

I hereby warrant that the above information is true and, upon assignment at a parking facility or lot, authorize the required fee be deducted from my earnings each month. I am responsible for such fee(s) until said parking privileges are terminated or State employment ends.

I have read and understand the parking policy, including how to terminate my parking assignment and the process to stop payroll deductions.

 Employee's Signature

 Date



STATE OF NEBRASKA TAX EXEMPTION PARKING PLAN
EMPLOYEE ELECTION TO PARTICIPATE

I elect to participate in the State of Nebraska Tax Exemption Parking Plan for private parking. I understand that by making this election, parking fee will be taken via payroll deduction.

This election can be revoked at any time upon written notification by the employee to the agency payroll office.

Employee Name (Please print)

Employee ID Number

Name of Parking Facility

Assigned Start Date

Monthly Parking Deduction Fee

Cancellation End Date
Indicates the stop date for final payment

Employee's Signature

Date

Did you notify the private parking facility?
Are you getting a refund and how much?
What was the final payout to the parking facility?

Yes No
 Yes No \$ _____
\$ _____

Note: If you are receiving credit for your parking fees and the State of Nebraska is paying the parking facility directly. All credits must be processed through the Payroll system.



Accessible Parking Request Form

Please return this form to: STATE OF NEBRASKA
AS/SBD PARKING SERVICES
1526 K STREET, SUITE 160
LINCOLN, NE 68508
402-471-3191

AS/SBD PARKING SERVICES
OMAHA STATE OFFICE BUILDING
1313 FARNAM STREET
OMAHA, NE 68102
402-595-2115

The State of Nebraska is committed to meeting its obligations pursuant to Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act of 1990 as amended.

Eligibility for accessible parking is based upon the applicant's current needs, which could be of a permanent or temporary nature. This may require a review of the applicant's current medical information.

To be completed by the applicant (Please print):

Employed by Agency: _____

Employee requesting an accessible parking permit for: _____

Employee ID#: _____

Email: _____

Please include a copy of the DMV handicap hangtag/permit that was issued to you.

Please provide a statement of your need for accessible parking:

Signature _____

Date: _____

Appendix H



DEPT. OF ADMINISTRATIVE SERVICES
State Building Division

CARPOOL REGISTRATION AGREEMENT

STATE OF NEBRASKA
AS/SBD PARKING SERVICES
1526 K STREET, SUITE 160
LINCOLN, NE 68508
402-471-3191 & 402-471-0492

AS/SBD PARKING SERVICES
OMAHA STATE OFFICE BUILDING
1313 FARNAM STREET
OMAHA, NE 68102
402-595-2115

Assigned Applicant's Legal Name: _____
Agency Name & Number: _____
Office Address: _____
Employee Email Address: _____

Carpool Member(s):

Applicant's Legal Name: _____
Agency Name & Number: _____
Office Address: _____
Employee Email Address: _____

Applicant's Legal Name: _____
Agency Name & Number: _____
Office Address: _____
Employee Email Address: _____

Applicant's Legal Name: _____
Agency Name & Number: _____
Office Address: _____
Employee Email Address: _____

The use of any assigned parking facility shall be at the carpool permit holder and additional carpool member's risk or card holder's risk. AS/SBD shall not be responsible for personal injuries or liability for loss resulting from fire, theft or damage to any vehicle or article left therein. Only license is granted hereby and no bailment is created.

I hereby warrant that the above information is true and, upon assignment at a parking facility or lot, authorize the required fee be deducted from my earnings each month. I am responsible for such fee(s) until said parking privileges are terminated or State employment ends.

I have read and understand the parking policy, including how to terminate my parking assignment and the process to stop payroll deductions.

OFFICE USE ONLY	
DATE ASSIGNED: _____	FACILITY: _____
ASSIGN ID: _____	PARKING FEE PER MONTH: _____
CONTINUOUS YEARS OF SERVICE: _____	
PAID BI-WEEKLY: _____	PAID MONTHLY: _____
CARPOOL Y/N: _____	PERMIT/HANG-TAG: _____
PROX CARD NUMBER: _____	FEE: _____
AVI STICKER 1: _____	FEE: _____
AVI STICKER 2: _____	FEE: _____
AVI STICKER 3: _____	FEE: _____
RECEIVED & LOGGED <input type="checkbox"/>	TOTAL: _____

Employee ID Number: _____
Office Phone Number: _____
Driver's License (optional): _____
Continuous Service Date: _____

Employee ID Number: _____
Office Phone Number: _____
Driver's License (optional): _____

Employee ID Number: _____
Office Phone Number: _____
Driver's License (optional): _____

Employee ID Number: _____
Office Phone Number: _____
Driver's License (optional): _____

Employee's Signature

Date

Appendix I



VISITOR PARKING REQUEST FORM

STATE OF NEBRASKA
AS/SBD PARKING SERVICES
1526 K STREET, SUITE 160
LINCOLN, NE 68508
402-471-3191

STATE OF NEBRASKA
AS/SBD PARKING SERVICES
1313 FARNAM STREET
OMAHA, NE 68102
402-595-2115

PLEASE COMPLETE THE REQUIRED INFORMATION FOR OBTAINING A VISITOR PARKING PIN NUMBER.

FEE: \$5 PER DAY, PER VEHICLE – For multiple visitors vehicles, submit a separate list for each visitor.

EVENT: DATE(S): TIME:

AGENCY AND BILLING INFORMATION (BUSINESS UNIT):

Parking will not be permitted without the proper billing/payment information to access State parking facilities.

VISITOR'S CONTACT INFORMATION:

Include Employee ID Number if state employee.

Requestor Name: Employee ID Number:
Agency Name & Number: Office Phone Number:
Office Address: Email Address:

If approved, AS/SBD will assign each individual a Temporary Visitor Parking PIN and garage/lot assignment.

VEHICLE INFORMATION

Table with 3 columns: Vehicle Information for One, Multiple Vehicles, Multiple Vehicles. Rows include Make, Model, Year, State/License Plate Number, Color.

VISITOR PARKING LOCATIONS:

LINCOLN GARAGES/LOT

OMAHA GARAGE

1501 M Street (East Garage – 15 Visitors Stalls) 703 S 16th Street – A Lot 5 Visitors Stalls Omaha Park II – 1313 Harney Street

The use of any assigned parking facility shall be at the Visitor's risk. AS/SBD shall not be responsible for personal injuries or liability for loss resulting from fire, theft or damage to any vehicle or article left therein. Only license is granted hereby and no bailment is created.

I hereby warrant that the above information is true and, upon assignment at a parking facility or lot, authorize the required fee be billed to the appropriate agency at the end of each month.

Requestor's Signature

Date