



FACILITIES MANAGEMENT  
PARKING SERVICES DIVISION

### Parking Structure Regulations

The County of Riverside is pleased to meet the parking needs of employees and visitors in downtown Riverside and downtown Indio. The following parking structure regulations have been developed to guide the use of the parking facility by monthly card holders and to effectively manage the resources to maximize the use of the facility.

1. Parking access cards are issued to an individual. Access cards are not transferable. Allowing another individual to use your card shall result in the immediate loss of your parking privileges.

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2. Your access card allows you to park one vehicle at a time in any unreserved parking space in the assigned parking structure.

3. A \$10.00 fee for the parking access card is required.

4. Lost, stolen or damaged cards will require a \$10.00 replacement fee.

5. Monthly parking fees are \$35.00 for all county employees and \$65.00 for all non-county employees. We do not prorate; full payment for the month is required and due on the first working day for each month.

6. Monthly payments can be made in person at the Parking Services office or by mail. Checks and credit cards will be accepted for payment. Checks must be made out to "County of Riverside". Please indicate your access card number on your check. Online payments can be made at <https://rivcofm.org/Divisions/Parking-Services>. Riverside Parking Services office hours are Monday thru Friday, 8:00 a.m. to 5:00 p.m. (excluding holidays). Indio Parking Services office hours are Monday thru Friday, 8:00 a.m. to 5:00 p.m. (excluding holidays).

7. Payroll deductions should be used by county employees to ensure continuity of parking access. It is the employee's responsibility to make sure that payment of \$17.50 per pay period is deducted from their paycheck. If deductions do not start or they stop for any reason, it is the employee's responsibility to pay for any amount owed on their account.

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8. If for any reason a monthly payment/deduction is not made, the unpaid amount will automatically be added to the next scheduled payment. Failure to make any subsequent payments will result in deactivation of the parking access card. You may re-apply for access after all outstanding payments have been made but will be placed on an existing waiting list. Please note that the past due amount will not exceed two months of missed payments.

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9. Always lock and secure your car and personal belongings. The County of Riverside is not responsible for damage or theft while parking in County facilities.

10. Card holders who forget their card or cannot find their card at the time of exit will be subject to pay the hourly fee or a lost ticket fee.

11. Access to the structure before or after the hours listed in item 6 is available only by use of your access card.

12. It is your responsibility to notify the Parking Office if you are no longer parking in the structure. Monthly parking fees will be incurred until notification is in writing or email that you are terminating your account or will not be utilizing structure parking. You will be responsible for any charges to your account whether you have accessed the structure or not.

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13. County of Riverside parking ordinance number 626 is strictly enforced in all County of Riverside parking structures and lots.

We appreciate your business and your cooperation in observing these rules and procedures. Please contact the Parking Services Division if you have any questions or concerns at 951-955-5129.

\_\_\_\_\_  
Parking Access Card #

\_\_\_\_\_  
Parker Printed Name (First & Last)

\_\_\_\_\_  
Parker Signature