

Ptarmigan at Cherry Creek
Parking Regulations

General:

Parking at Ptarmigan is assigned through your lease. We respectfully request that employees and visitors alike abide by the various signages throughout the parking areas. All tenant/employee vehicles need to be registered with the Ptarmigan Management office. Our parking tags are vinyl decals that are electrostatic and can be easily removed from your glass. If you are parked without a current tag you are considered illegally parked and subject to a ticket or towing. If you are parked in an area that you are not authorized to park, you may be ticketed. Any warnings you may receive are strictly a courtesy and are not required to be given prior to ticketing. All ticketing is done by our security team and processed by Parking Revenue Recovery Services.

Visitor Parking:

There is designated Visitor parking along the plaza from the east to the west side, as well as along the south wall. Visitor parking has a 3 hour maximum. If your visitor anticipates remaining on-site for longer than the posted 3 hours, please let them know to visit the Security Desk in the lobby or the Management office in suite 270 to obtain a temporary day pass.

Visitor parking is for visitors only. At no time is it appropriate for a tenant, or its employees, to park in Visitor parking. Doing so would be a direct violation of your lease.

Monthly Parking

An Access Card Request form is used for all employees who wish to add, delete or change their parking assignment. These forms need to be submitted through the facilities/office manager for each company. Approximately 7 business days before the beginning of each month, parking tags are given out to each company. If you do not have your parking tag by the last day of the month, please see your facility/office manager. **There is no 'grace period'**, you must display a valid tag on the first of the month. Your parking decal is to be placed in the bottom corner of your windshield on the driver's side. The tags **must** be affixed to your windshield and easily seen to be valid.

Surface Parking: Surface parking is clearly marked and is located on the East side of the building as well as the North side of the building. If the parking tag you are given shows "surface" parking, then this is where you are **required** to park. If you pay for surface parking but don't have your tag visible, you may still be ticketed.

North Garage Parking: North garage parking is located across the street underneath the Griffis apartment building. The entrance to the garage is on Harrison St. just north of Dakota. If the parking tag you are given shows "North Garage" parking, then this is where you are **required** to park. If you pay for North Garage parking but don't have your tag visible, you may still be ticketed.

Ptarmigan Garage Parking: Garage parking is provided under the terms of your lease and is either Non-Reserved or Reserved. Access to the Garage is granted via the building access card system. If your access states that you are supposed to park in the garage, then that is where you are required to park. Reserved parking in the garage is located in the spaces numbered 1 through 84. If you have a reserved space you will be assigned a parking space number. If you forget your access card you still need to park in the garage. Simply press the intercom button under the garage card readers and you will be remotely granted access after your identity has been verified.

Summary: You must park where you are assigned to park. Your parking tag must be displayed on your vehicle and clearly visible at all times. Tenants parking in visitor parking is strictly prohibited. The current months parking tag must be displayed at the 1st of every month and is the responsibility of that individual or you may be subjected to ticketing. All vehicles must be registered with the building. If any of these Parking Regulations are not adhered to, **Hamilton-Titan Partners has the right to have your vehicle ticketed and/or towed.** All parking tickets are issued through Parking Revenue Recovery Services. Towing is done by Wyatt's Towing.

**It is the responsibility of each tenant to inform their employees of these rules and note that the management office will only discuss ticketing issues and or disputes with the employees facility manager/contact person.
Please also note that you are parking at your own risk and HTP and Ptarmigan are not responsible for any damages.**

I have read and understand the above information.

Signature _____ Date: _____ Suite _____