



SAKURA SQUARE

PARKING POLICIES FOR MONTHLY PARKING CUSTOMERS OF SAKURA SQUARE

Effective February 1, 2019

Entering the lot: Only from Larimer Street, all cars must enter on the left side of the driveway (next to the ticket machine). Scan your key fob on the reader to enter the parking lot. Your key fob is programmed to allow only one permitted car. The gate arm is programmed so that it synchronizes to open and close behind each car.

Exiting the lot: There are two ways to exit. When exiting onto Larimer Street, use the left side of the driveway as you face Larimer. When exiting onto Larimer Street or Lawrence Street, scan your key fob on the reader as you exit the parking lot. Your key fob is programmed to allow only one permitted car at a time. You must scan your key fob to exit before entering again to prevent being locked out. The gate arm has been programmed so that it synchronizes to open and close behind each car.

- You must provide the Make, Model, and License Plate Number of the vehicle you will be parking at Sakura Square. Any changes in vehicle parked in your assigned space without notification to Sakura Square may result in a ticket and/or towing at the vehicle owner's expense.
- You are approved to park in your assigned parking space with your hang tag clearly displayed on the rear-view mirror of the approved vehicle at all times. Noncompliance will result in a violation ticket and/or risk of being towed at the vehicle owner's expense.



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- If your stall is being occupied by an unauthorized vehicle, please report it to parking@sakurasquare.com. When reporting the issue indicate the date and time of the incident. Provide a description of the unauthorized car's make and model, a photo of the car's license plate, and your stall number with the car parked in it. You may park in customer parking only if you are in this type of situation.
- **You may not lend or transfer your parking space to another person.**
- Payment for your monthly parking space is due by the fifth day of each month. Payments can be made by credit card online or by check payable to Sakura Square LLC – please include your reserved parking space number on the check. **If payment is not received by the 5th of the month, you will incur a late fee of \$15.**
- Habitual late or non-payment will result in you relinquishing your parking privileges at Sakura Square.
- You are responsible for any damage made by you or your vehicle while at Sakura Square. All damages must be reported to Sakura Square immediately.
- You must give Sakura Square 30-days advance notice, in writing, if you wish to relinquish your parking space. Any monthly fees paid prior to the notification date are not refundable.
- Your hang tag must be returned to Sakura Square on the last paid day of your monthly parking privileges or a \$50 fee will be incurred.



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- If a hang tag is lost or stolen, a replacement tag can be purchased for \$20 from the Sakura Square office.
- If a key fob is lost or stolen, replacement key fob can be purchased for \$50 from the Sakura Square office.
- Sakura Square is not responsible for lost or stolen items in your vehicle or damage to your vehicle while parked at Sakura Square.
- By paying for your monthly parking privileges and utilizing the hang tag and key fob, you are agreeing to the parking policies described above.
- Sakura Square LLC reserves the right to make any changes to the policy at any time.
- Sakura Square LLC shall be the sole judge of acceptable conduct and/or terminate any agreements at any time. Any approval of any occupant is in Sakura Square's sole and absolute discretion.

Thank you for your cooperation. Please contact Sakura Square with any questions: (303) 295 – 0305 x 3 or parking@sakurasquare.com.

Sincerely,
Sakura Square LLC