



# EAST BRUNSWICK PARKING UTILITY RULES AND REGULATIONS

1. Parking permits are sold for specified lots. They are non transferable and can not be used in any other lot. **EXCEPTION:** Weekends or holidays when there is no bus service available at the Transportation Center, your permit will be honored at Neilson Plaza.
2. If the car recorded on application is sold, or a new car is being used, please notify the Parking Utility immediately. If your car is temporarily out of service and you will be using a loaner car, be sure to call the Parking Utility first thing in the morning to avoid an issuance of a summons.
3. Parking permits can only be used in the areas designated for permit parking.
4. Permit must be hung from your rearview mirror FACING OUTWARD.
5. Not displaying the current months permit will result in an issuance of a summons. Copying or reproducing your permit will result in loss of your parking privileges.
6. Renewal payments of permits for parking must be mailed to East Brunswick Township, Parking Utility, c/o Finance Office, P.O. Box 1081, East Brunswick, New Jersey 08816 so as to reach us by the 15<sup>th</sup> of the month or may be dropped off in the renewal box located at the facility. Please also enclose your renewal card and a stamped self-addressed envelope. Permits will be mailed in time for use of the first of the month. We would prefer payment by check with your permit number noted on your check. Each permit holder is solely responsible for the renewal of his/her permit. Renewals received after the expiration date of your current monthly parking permit may result in the re-issuance of your monthly parking permit to another. Permits must be renewed every month, *you can not skip a month!*
7. A photocopy of your vehicle registration must accompany your initial application or a parking permit will not be issued.
8. If you do not plan to continue using your permit, please notify the Parking Utility Office.
9. Parking permits must be paid by valid checks made payable to the **East Brunswick Parking Utility**. Any bad checks returned will result in a \$20.00 charge as authorized by Township ordinance.
10. A parking permit may not be transferred to another individual, nor will it be sent in care of another individual.
11. Do not park in Handicapped spaces unless your vehicle has a handicapped license plate.
12. Failure to comply with these rules will result in a parking ticket and/or towing at your expense. You will also risk the loss of your parking permit.
13. Parking violations will be enforced by the East Brunswick Police Department or Authorized Parking Agent.

## **WHEN PARKING:**

**ALWAYS LOCK YOUR CAR.** The Parking Utility will not be responsible for personal articles removed from cars or for damage to any vehicle.