



PUBLIC WORKS

Non-Development Services Division

Downtown Employee Parking Program

Registration Form

123 5th Avenue, Kirkland, WA 98033 | www.kirklandwa.gov

Employee Information

Employee Name:	<input type="text"/>	Phone #:	<input type="text"/>
Employee Address:	<input type="text"/>	E-Mail:	<input type="text"/>
City	<input type="text"/>	State:	<input type="text" value="WA"/>
		Zip Code	<input type="text"/>

License & Vehicle Information

Employee Driver's License:	<input type="text"/>	State Issued:	<input type="text" value="WA"/>
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Circle One:		Make:	Model:	Color:	License Plate:	State:	Current Permit #
Add	Remove	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="WA"/>	Vehicle 1
Add	Remove	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="WA"/>	Vehicle 2

Employee Signature Section

Applicant Signature:	<input type="text"/>	Date:	<input type="text"/>
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I declare under penalty of perjury under the laws of the State of Washington that the information provided herein is correct and complete. I understand that incomplete or inaccurate information will result in termination of the authorization to park in designated employee parking spaces. I further agree to defend, indemnify, and hold harmless the City of Kirkland, its officials, officers, employees and agents against: (1) any liability, claims, causes of action, judgments, or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of the Permit holder, anyone directly or indirectly employed by them, and anyone for whose acts or omissions they may be liable, arising out of the Permit holder's use of city designated employee parking spaces; and (2) all loss by the failure of the Permit holder to fully or adequately perform, in any respect, all authorizations or obligations under the Permit.

Employer Information

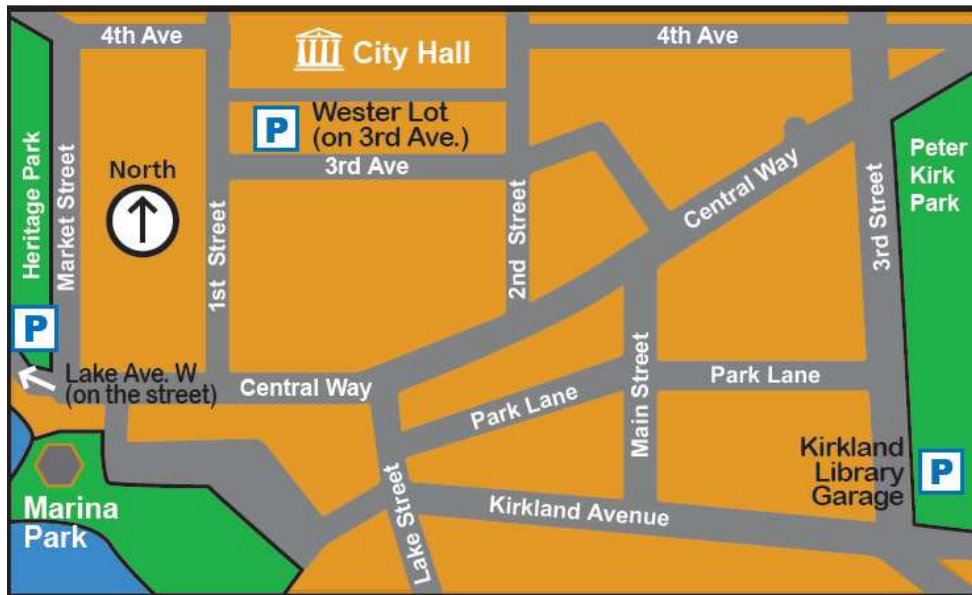
Employer:	<input type="text"/>	Phone #:	<input type="text"/>
Manager Name:	<input type="text"/>	E-Mail:	<input type="text"/>
Employer Address:	<input type="text"/>		
City	<input type="text"/>	State:	<input type="text" value="WA"/>
		Zip Code	<input type="text"/>

Employer Signature Section

Employer Signature:	<input type="text"/>	Date:	<input type="text"/>
Employer Name:	<input type="text"/>	Employer Business License #:	<input type="text"/>

The Rules

- Only registered downtown employees are allowed to park in the following areas:
 - Library Garage - 5:00AM - 5:00PM - Mon-Sat
 - Wester Lot - 8:00 AM - 5:00 PM - Mon - Fri
 - Lake Ave W. - 24/7
- Downtown employees are allowed to park one registered vehicle in the employee parking designated areas. (See Map Below). If both registered vehicles by one employee are parked in the designated employee areas at one time, the 'secondary' vehicle is subject to a fine.
- Downtown employees who take advantage of this program are not allowed to park in the following areas:
 - Lake and Central Parking Lot
 - Lakeshore (Marina) Parking Lot
- If a vehicle that does not have a valid permit is found in the designated employee parking areas, the vehicle owner will be subject to a fine.
- To register, the employee must provide proof of employment at an employer located in Downtown Kirkland. The employer (managerial staff or owner) must fill out and sign the registration form.
- Employee parking is on a first come, first serve basis.
- The employee will receive a confirmation form as proof of registration. The registration is not official until the employee receives this confirmation form. Please keep the confirmation as proof.
- You are allowed to register two vehicles with the Downtown Employee Parking program. If two members of the same household work in downtown Kirkland it is recommended that you register separately.
- The employee parking registration expires one year from the issuance date. The employee is responsible for renewing the registration each year.
- The employee is responsible for updating the information for registered vehicles, if the information changes.



**INDICATES THE 3 PARKING AREAS
WHERE EMPLOYEE'S WHO WORK IN
DOWNTOWN KIRKLAND CAN PARK:**