



# 501 SECOND: PARKING APPROVAL

Please contact your office administrator regarding parking availability. The office administrator must send a request via email to [501second@swigco.com](mailto:501second@swigco.com) along with the attached forms.





**501 SECOND STREET  
Garage Parking Operations**

501 Second Street Building Management operates the garage in a manner that meets tenant lease obligations and complies with the parking terms set forth by the City of San Francisco.

**Valet Service**

City Park manages the 501 Second Street Parking Garage operations. An employee of this firm serves as the Valet. Inquiries regarding the insurance policy, or auto damage should be directed to the valet.

Location:	Basement garage level at 501 Second Street
Valet Phone Number:	(415) 974-5370
Valet Service Hours:	8:00 am to 6:00 pm, Monday through Friday excluding building holidays
Lobby Security Desk:	(415) 974-6393
Management Office:	(415) 615-0501

The valet service for 501 Second Street tenants and 355 Bryant Street resident homeowners has been arranged as a convenience to assure available parking and to allow easy access and exit from the garage. Self-parking operations will be used as well as having the valet monitor the garage. During peak business hours, the valet will direct drivers and/or move cars into available parking spaces. If a line of cars to be parked by the valet has been formed during peak business hours and you do not wish to wait, please leave your keys in the car for the convenience of the attendant.

**Keys**

501 Second Street tenants who regularly arrive before 8:00 am or leave after 6:30 pm are required to keep a spare key on file with the garage attendant. Tenants who do not provide a spare key to the garage office must leave the keys underneath the driver's seat. During peak business hours the valet may find it necessary to move your auto. All residents of 355 Bryant Street are required to have a valet car key on file.

501 Second Street tenants who have temporarily left keys with the valet are required to pick up keys before 6:15 pm. If your keys are not picked up by that time, they will be delivered to the building management office in Suite 210 for your pick-up on the following day. It is each tenant's responsibility to retrieve his/her keys if they do not maintain a spare key in the garage office.

**Reserved 501 Second Street Parking**

"Reserved" crosshatched yellow painted spaces are enforced at all times.

### **Reserved 355 Bryant Street Parking**

Signs are posted identifying spaces to be used by residents of 355 Bryant Street. Those spaces are reserved for the exclusive use of 355 Bryant Street residents during the weekday hours of 7:00 pm to 7:00 am, and at all times on weekends and building assigned holidays. 501 Second Street tenants are asked to observe the posted signs and if working late or arriving early, are required to park in alternatively provided spaces.

### **Weekend and Holiday Reserved Parking**

355 Bryant Street residents are required to park on the weekends and building holidays in the owner assigned spaces. There is no guest parking available unless the car is parked in the resident's space and has a valid permit. Failure to comply will result in the auto being booted, and a fine levied. Current rate is \$300.

### **Safety**

Please watch for pedestrians and other vehicles. Observe 5 mph speed limit. Parking privileges can be revoked for unsafe driving acts.

### **Motorcycles and Scooters**

Motorcycles and scooters are licensed vehicles and must be registered with Building Management (Suite 210). Limited spaces have been set aside in the garage for parking motorcycles and scooters. Car parking spaces are not to be used. No scooter or motorcycle parking is permitted on the sidewalk in front or behind the building. Vehicles will be ticketed and/or towed.

### **Permit Tags**

All vehicles shall properly display a valid tag on the rearview mirror or on the lower left of the windshield at all times. It is the tenant's responsibility to notify the valet if they have forgotten their permit. After three consecutive days of missing the required permit, Building Management will consider the assigned permit lost, issue a new permit and charge the replacement fee. Any vehicle not displaying a permit is subject to booting or towing. 355 Bryant Street resident parking stickers must be transferred to new owners and 501 Second Street Building Management must be notified of any changes.

### **Lost Parking Tags**

Tenant is responsible for lost or stolen tags and must inform Building Management. A \$15.00 replacement fee will be charged to tenants and residents for canceling and issuing a new tag. If a lost tag is displayed in a vehicle, this vehicle is subject to booting or towing.

### **Security Access Cards**

Pedestrian access to the garage is available via the door located next to the garage entrance gate. The security black box for vehicle garage entrance is located on the driver's side at the garage gate. Exiting the garage does not require use of the access card.

Lost security access cards should be reported immediately to 501 Second Street Building Management during normal business hours. Replacement cards may be obtained for \$25.00 each through the 501 Second Street Building Management office (Suite 210). Security access cards must be transferred to new owner when you move from 355 Bryant Street and 501 Second Street Building Management should be notified of any changes.

**Booting Charges**

Fee to remove boot: \$300.00 in certified funds only. Wheel Boot will only be removed between the hours of 8:30 am and 5:00 pm, **Monday – Friday**, contact the Property Management Office at 415-615-0501.

**Hazards**

Vehicles must be maintained and kept in good mechanical repair. No maintenance or mechanical work is to be performed on vehicles parked in the garage. Only one motor vehicle is allowed per space and use of parking spaces for anything else is strictly prohibited.

**Storage**

501 Second Street tenant vehicles cannot be stored for more than 24 hours without prior approval from Building Management, and leaving a key with the valet. 501 Second Street tenant vehicles in violation of this guideline will be booted or towed and a fine levied.

**Security Deposit**

Parking obtained outside tenant leases are subject to a \$150.00 security deposit.

**Parking Termination**

All monthly parking is subject to a thirty (30) day written notice of cancellation effective on the 1<sup>st</sup> of the month immediately following receipt of said notice. Under no circumstances will monthly parking be prorated. Written notice should be remitted to The Swig Company, 501 Second Street, Suite 210, San Francisco, CA, 94107.

These rules are subject to change and revision. Building is not responsible for detachable vehicle accessories and/or any article left in the automobile. In no event shall the building owner and/or management be responsible for theft, fire, damage to or loss of use of automobile. Garage user agrees to indemnify and hold harmless the building owner and management of any and all liability.



**501 SECOND STREET  
Monthly Parking Agreement**

Name: \_\_\_\_\_ Suite: \_\_\_\_\_ Commencement: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Vehicle Make & Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Monthly Rate: \_\_\_\_\_ Sticker #: \_\_\_\_\_ Access Card #: \_\_\_\_\_

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**THIS CONTRACT LIMITS OUR LIABILITY - READ IT**

WE ASSUME NO LIABILITY FOR FIRE, THEFT, DAMAGE OR LOSS TO ANY VEHICLE OR ITS CONTENTS. We assume no liability for damage or injuries occasioned by faulty brakes or by your failure to set brakes properly. All claims must be presented to us before vehicle is taken from the facility. We shall be entitled to make repairs ourselves or order same. In no case shall we be liable for loss of use of vehicle. We shall not be responsible for articles left in vehicles. No employee or agent may alter or enlarge our liability hereunder orally or otherwise.

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**ADDITIONAL TERMS AND CONDITIONS - PLEASE READ**  
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1. Monthly Parking fees are due on the first of each month. If payment is not received by the first of the month, monthly parking privileges are subject to immediate cancellation. A 10% late fee will be charged to all payments received after the fifth day of the month and a minimum of \$25.00 will be charged to any returned checks.
2. Monthly parking identification stickers and/or access cards are not transferable. Use of the identification stickers or access cards by other than the authorized user may result in the cancellation of monthly parking privileges. The replacement charge for lost, stolen or damaged access cards is \$25.
3. Monthly identification sticker must be visibly displayed on vehicle at all times. Those vehicles not displaying identification sticker are subject to maximum daily parking rate. Access cardholders with pass back violations will be subject to immediate cancellation of monthly parking privileges and/or additional fees (\$25.00 minimum).

4. New customers must pay first month's parking in full and in advance regardless of starting date. Under no circumstances will monthly parking be prorated. Parking rates are subject to change at any time.

5. Thirty (30) days notice in writing is required for cancellation of monthly parking. Assessment of full month's charges will result without proper notification of cancellation.

6. At no time will credit or proration be applied for any unused parking (this includes, but is not limited to, absence from garage due to travel, illness, vacation, etc.). A full month's parking fee will be charged and collected for each vehicle unless 30 day notice of cancellation is given in writing to the main office.

7. Vehicles parked improperly (wrong stall, blocking driveway or other vehicles, etc.), left without keys (where required), without monthly identification or without current payment are subject to towing and/or additional charges.

8. SIC-501 Second Street, LLC reserves the right to cancel any monthly parking agreement at any time for any reason with a 24-hour notice.



**I HAVE READ THE ABOVE CONTRACT AND AGREE AND UNDERSTAND THAT MY VEHICLE IS ACCEPTED SUBJECT TO ALL OF THE TERMS AND CONDITIONS STATED ABOVE.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SIC - 501 SECOND STREET, LLC**  
**501 Second Street Suite #210, San Francisco, CA 94107**  
**(415) 615-0501 (415) 615-0596 fax**



**501 SECOND STREET  
UPDATED PARKER CONTACT INFORMATION**

\*DATE: \_\_\_\_\_

\*NAME: \_\_\_\_\_

\*COMPANY NAME: \_\_\_\_\_

\*CAR MAKE: \_\_\_\_\_

\*MODEL: \_\_\_\_\_

\*COLOR: \_\_\_\_\_

\*LICENSE PLATE: \_\_\_\_\_

\*PHONE NUMBER: \_\_\_\_\_

NEW STICKER NUMBER: \_\_\_\_\_

IS THIS AN ADDITIONAL VEHICLE?      YES \_\_\_ NO \_\_\_

IS THIS REPLACING AN EXISTING PARKER? YES \_\_\_ NO \_\_\_