

Penn Parking, Inc.

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The Navy League Building

2300 Wilson Boulevard

Arlington, Virginia 22201

Parking Facility Information



7257 Parkway Drive, Suite 100, Hanover, Maryland 21076



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Suite 100
Hanover, Maryland 21076

Dear Navy League Building Tenants and Visitors:

Penn Parking Inc. would like to welcome you to the 2300 Wilson Boulevard, The Navy League Building, parking facility. The goals of Penn Parking are to provide each tenant and visitor of the parking facility unsurpassed service and a clean and convenient environment in which to park their vehicle.

The information in this letter and packet herein were developed to help answer all of your parking questions at our facility.

Listed below are members of Penn Parking's management team tasked with providing you the utmost care during your stay with us. Should you have any questions or concerns, do not hesitate to contact us immediately.

Area Manager

Frank Sheckells is Penn Parking's assigned day to day Area Manager for the 2300 Wilson Boulevard parking facility. Frank is familiar with the 2300 Wilson Boulevard area and Arlington in general. Whether it is to activate or deactivate an access card, tend to a garage matter, deliver validation stamps, provide service to each tenant or ensure the garage is operating in an efficient manner, Frank will be on site at the garage on a daily basis and is on call 24/7. Frank's contact information is as follows:

Cell: 202-497-3944

Email: fsheckells@pennparking.com

Billing Contact

Nozipho Dube is the assigned accounting manager for the 2300 Wilson Boulevard

contract. Nozipho will be responsible for all invoicing, account maintenance and collection responsibilities for the garage. Nozipho works out of our corporate office and can be contacted via:

Office: 410-782-9110

Email: rtaul@pennparking.com

VP Operations

I am ultimately responsible for every aspect of the parking facility at the 2300 Wilson Boulevard parking facility. Although I will not be on site at the location on a daily basis, I have and will continue to have a detailed understanding of the parking facility.

As a note, our management team is on call 24/7 for your convenience.

Sincerely,

Mike Amoroso

Vice President, Operations

Penn Parking, Inc.

P: (410) 782-9110

F: (410) 782-9134

mamoroso@pennparking.com

The Navy League Building

Parking Facility General Information

Parking Facility Address: 2300 Wilson Boulevard, Arlington, Virginia 22201

Facility Operating Hours:

Monday through Thursday:	6:00 am – 12:00 am
Friday:	6:00 am – 1:00 am
Saturday:	10:00 am – 1:00 am
Sunday:	10:00 am – 12:00 am

Daily Parking Rates:

Weekdays

0 – 1 hour \$5.00

Maximum \$10.00

After 6:00 pm on Weekdays and on Weekends

0 – 1 hour \$3.00

Maximum \$6.00

Daily customers can only access the parking garage during the posted hours of operation.

Lost ticket customers are subject to pay the maximum daily rate per day.

No in/out privileges on the same ticket.

Acceptable payment forms are credit card (Amex, Visa, MC, Discover) or cash

Monthly Parking Rates:	Non reserved space	\$120.00 per calendar month
	Reserved Space:	\$240.00 per calendar month
	Reserved Tandem Space	\$140.00 (\$70/space)per calendar month

Monthly parkers have 24/7 access to the parking facility.

Validations: Validations are sold at face value per the posted daily rates. The validation stamps are in the form of a self adhesive postage stamp. Validations stamps are sold in booklets of 100. Validations stamp booklets can be purchased in "1 Hour" or "All Day" formats.

Access to the Facility: The parking facility is equipped with one entrance lane and one exit lane. The parking facility access point is located off of Adams Street. Adams Street is the side street connecting Wilson Boulevard and Clarendon Boulevard.

General Operations: Daily parkers will be required to accept a daily ticket from the ticket dispenser at the entrance lane by depressing the button marked as such. Daily parkers will be required to give the entrance ticket to the cashier at the exit lane for proper fee calculation. Fees are determined based on the length of stays in the parking facility.

During operating hours, monthly parkers will use a programmed access card to raise the entrance and exit gates of the parking facility. This is done by holding the access card in front of either of the two black control readers located at either access lane.

To enter the parking facility after hours, the monthly parker must use his or her access card at the black control reader box outside of the garage located to the right of the parking facility's overhead metal door. Once the overhead metal door is lifted, the monthly parker will continue through the parking facility as if during normal operating hours. At exit, the overhead metal door will lift after the monthly parker uses his or her access card at the exit control reader.

All parking, including Tandem Reserves spaces, are self park in nature. Penn Parking, Inc. will not accept any responsibility or liability for articles left in vehicles.

All monthly access cards are programmed with an "anti-pass back" feature. This feature ensures that access cards are used in proper sequence. The access card must be used to enter the parking facility to be allowed to exit the parking facility and the access card must be used to exit the parking facility to be allowed to enter the parking facility. Failure to use the access card properly will result in the daily parking fee to be paid.

Monthly Parking Information: Attached is a copy of our 2300 Wilson Boulevard Monthly Parking Contract. If interested in monthly parking, please complete the parking contract and email or fax the contract to Penn Parking's accounting manager, Nozipho Dube at ndube@pennparking.com or 410-782-9134.

2300 WILSON BOULEVARD
THE NAVY LEAGUE BUILDING
MONTHLY PARKING CONTRACT

Rev: 08/08/11

Penn Parking hereby grants to: _____ (LICENSEE)

Authorized Signature (LICENSEE): _____,

Company Name: _____,

Billing Address: _____

_____ Phone Number: _____

a revocable license for the privilege of utilizing _____ non reserved parking space(s);
_____ reserved parking space(s) in The Navy League Parking Garage, located at 2300 Wilson
Boulevard, Arlington, Virginia, Subject to the following terms and conditions:

LIST ACCESS CARD NUMBER(S): _____.

- 1) The term of the Agreement shall commence on September 1, 2011 and continue until terminated as described below or as described in the current building lease Licensee has with the building manager or owner.
- 2) Licensee agrees to pay Penn Parking in advance, on or before the tenth day of each month, a license fee in the amount of \$ 120.00 per **access card** per calendar month for a non reserved parking space; the license fee being \$120.00 per month per **access card**.

If Licensee has a reserved space(s) in the parking facility, the current rate for reserved space(s) is \$240 per space. All reserved space rates will be governed by the current lease language Licensee has with the building manager or owner, or at the current market rate for The Navy League parking facility.

- 3) Except as otherwise provided herein, this Agreement may be terminated by either party only by giving to the other a minimum of ten days prior written notice with termination request, effective at midnight on the last day of the then current month unless Licensee's current building lease indicates otherwise. Licensee shall be obligated to pay each month's license fee until this Agreement is terminated by written notice by either party whether or not Licensee continues to use the parking facility or terminated by the expiration of the current lease terms Licensee has with the building manager or owner. Should Licensee at any time be in default of this

Agreement, or misuse the parking privilege extended by this Agreement, or if the license fee is not received by Penn Parking by midnight of the day on which any such payment is due, then this Agreement shall be subject to immediate revocation at the option of Penn Parking.

4) Unless the current lease terms Licensee has with the building manager or owner indicates otherwise, Penn Parking reserves the right to increase or decrease the monthly license fee by giving Licensee notice, in writing, thirty days in advance of such change.

5) No refunds, credits or allowances will be granted to Licensee for absence, Vacation, or other non-use of the parking facility under this Agreement.

6) Said **access cards** will be Licensee's sole authorization to enter or exit the parking facility.

7) Licensee's parking of vehicles within the parking facility shall be on a 1st Come, 1st Serve basis. Licensee is guaranteed parking for the number of parkers mentioned above.

8) **If applicable**, a \$10.00 non-refundable fee for each access card obtained by Licensee will apply. Any access card(s) obtained by Licensee throughout this Agreement hereinafter for whatever reason unless it is determined by Penn Parking that an access card is returned because it is inoperable through no fault of the Licensee, shall carry the \$10.00 non-refundable fee.

9) The licensee fee payable under this Agreement is for the privilege of using parking spaces only. Penn Parking, Lincoln Property Company and / or Owners, its employees and / or agents, assume no responsibility whatsoever for loss and / or damage sustained by Licensee, Licensee's vehicle, or Licensee's personal property, however caused. Valuables should not be left in vehicles. Vehicles should be locked. Both parties hereto recognize that from time to time the parking facility is unattended and any use by Licensee is at own risk.

10) Licensee shall be responsible for any damage to the parking facility caused by Licensee's negligent use thereof.

11) Licensee payments for use of a **access cards** are to be received by the tenth day of the current month for use in that current month. Any payments received after the tenth day of the current month for parking privileges for that month will be considered late and be subject to a \$25.00 late fee charge per **access card**.

12) **If applicable**, if a Licensee's access card(s) is deactivated because of non receipt of payment within the applicable time frame, reactivation of any access card(s) will not take place until all overdue balances are paid in full including any and all past due balances, late or penalty fees and reactivation fees if applicable. Licensee understands that any daily ticket pulled during a deactivation period is subject to the prescribed daily parking fees and are non refundable if and when monthly access is restored.

13) Late, penalty, reactivation or monthly fees not paid may result in the termination of said agreement by Penn Parking and loss of parking privileges in the parking facility in general.

14) In case of default by Licensee under this Agreement and Penn Parking retains an attorney to cure such default, Licensee shall pay a reasonable attorney's fee for such work, including but not limited to the collection of Licensee's past due fees in addition to any penalty or late fees assessed.

15) Licensee agrees to abide by any and all rules and regulations pertaining to the use of the parking facility as may from time to time be prescribed and posted by Penn Parking. Any unauthorized or improperly parked vehicles are subject to being towed or immobilized at Licensee's expense.

16) It is understood by Licensee that only one (1) licensed, currently registered motor vehicle shall occupy one (1) parking space in the parking facility, regardless of how small a vehicle is or is not. Not more than one (1) licensed, currently registered vehicle or motorized vehicle shall occupy a single space.

ACCEPTED AND AGREED to this _____ day of _____ 20 _____

LICENSEE SIGNATURE _____

TERMINATION NOTICE: Date of Notice _____

Penn Parking, authorized signature _____ Effective Date: _____

LICENSEE Vehicle Information

Vehicle 1

Vehicle 2, if applicable

Make _____

Make _____

Model _____

Model _____

Year _____

Year _____

Color _____

Color _____