

**BALTIMORE COUNTY REVENUE AUTHORITY
PARKING PROCEDURES AND GENERAL RULES FOR ALL GARAGES**

Parking Procedures:

1. Always use your parkcard when entering or exiting the facility. If it is lost or stolen, you may take a ticket from the machine when entering the facility until a new parkcard is issued. You must report a missing card immediately to the Revenue Authority.
2. Observe the posted 10 mph speed limit at all locations and at all times but be especially careful at crosswalks and elevator areas. These can be heavy pedestrian areas with a potentially large mix of infants, toddlers, and elderly patrons, especially during evening hours.
3. Do not congregate in elevator lobby areas or otherwise block public egress routes.
4. Do not park your vehicle in any reserved 2-hour, or other special use spaces unless you conform to the special use restrictions.
5. If special or accessible parking accommodations are used in the facility, you must keep your help copy of the *MVA Parking Permit for individuals with a Disability* available for verification at all times. Sections A and B of the permit must indicate that you are the person with the disability. Transporters (Section C permits) are prohibited from using the designated HC spaces for routine all day parking since this practice reduces the number of accessible spaces available to patrons who are actually mobility impaired. This practice is also prohibited by law unless the person with the disability accompanies the Transporter. Hang Tags must be placed on the rear-view mirror with the expiration date and or MVA issued stickers facing forward for clear visibility for enforcement purposes.

General Parking Rules:

1. Parking patrons shall not do or permit anything to be done in the Parking Facility or on the Parking Facility grounds, or bring or keep anything therein, which will obstruct or interfere with the rights of other parking patrons, or in any way injure, irritate or annoy them, or interfere with the normal order of the Parking Facility, or conflict with the laws relating to fire or other regulations of the Fire Department or Police Department, or conflict with any reasonably inferred liability protection, practice or policy of the facility, or conflict with any of the rules or ordinances of the Board of Health.
2. Parking patrons shall not keep or deposit trash or other debris or articles on or in the Parking Facility.
3. Parking patrons shall operate motor vehicles in or on the Parking Facility or grounds carefully and cautiously; shall not block driveways, aisles, crosswalks, or other motor vehicles with the patron's vehicles. Also, the patron shall not make unnecessary noise or engage in unnecessary horn blowing and shall not leave the engine running of a parked motor vehicle.
4. Parking patrons shall abide by such vehicle identification and parking controls as the Revenue Authority may employ in the Parking Facility.
5. Diagonal parking across multiple spaces or other vehicle placement which causes more than one space to be occupied by a single vehicle is specifically prohibited.
6. Failure to follow all published or posted rules, regulations and procedures may result in the suspension or revocation of parking privileges.

**BALTIMORE COUNTY REVENUE AUTHORITY
SAFE PARKING TIPS FOR PATRONS**

Be Proactive:

Don't leave any valuables, packages, or other personal items in plain sight, including cell phones. Use your trunk or other non-visible areas to conceal property that must remain in your car.

Always lock all doors, windows, and trunk and employ your installed alarm and anti-theft devices every time you exit your vehicle.

Take your Parkcard or ticket with you when you exit your vehicle to prevent car theft. A potential car thief can't exit the garage without a photo ID, vehicle tag number, and driver's license check, in the event, that he or she claims that they lost- their ticket or Parkcard.

Be Alert:

Please report any suspicious activity or individual to the Revenue Authority as soon as possible. Some typical examples of suspicious activity to report are:

1. Loitering strangers
2. Open car doors, trunks, or windows
3. Sounds such as breaking glass, loud unusual noises, car alarms. etc
4. Anyone peering into cars and/or -testing- door handles
5. Vehicles "cruising" the garage without parking in available spaces
6. Anyone sitting in a parked vehicle for an undue amount of time

For your convenience and safety, all of our garages are equipped with Attendant Intercom Systems, which have call stations located at all elevator lobbies on all floors. These systems should be used during normal hours of operation to report a problem to the parking attendant on duty. The parking attendants are radio equipped and can dispatch security personnel to the scene of an accident or incident or to investigate suspicious activity or individuals.

For the Security Department, call 443-904-3835.