



Dear Tenants,

UNIVERSITY CIRCLE - OVERNIGHT PARKING POLICY

In order to be granted permission to leave your vehicle overnight in the parking garage. The following actions must be taken:

1. Please Send the following vehicle information to the Management Office: jake.arnet@columbia.reit
 - a. Make / Model / Plate # of vehicle
 - b. Name and phone number of vehicle owner
 - c. Dates / length of time – up to 5 days maximum
2. All vehicles must be registered in system to be parked overnight.
3. All approved vehicles should park in the area of the parking garage underneath the hotel by the Manhattan exit gate.
4. Five (5) night maximum – your office will be billed \$20.00 for each subsequent night the vehicle is parked in the garage.
5. Vehicles not registered will be towed at owner's expense.

Please forward this information to all employees.