



FOR CITY USE ONLY	Purchase Date:	Purchase Amount: \$
	Pre-Paid Pass #:	

## Downtown Crystal Lake Commuter Pre-Paid Parking Pass Application and Terms and Conditions

Downtown Crystal Lake commuter pre-paid parking passes are hangtags that exempt commuters from having to pay for parking by the day at the pay stations at the Downtown Crystal Lake commuter parking lots.

The pre-paid parking passes can be used at any numbered parking space in the downtown Crystal Lake commuter parking lots.

The pre-paid parking passes only exempt you from having to pay the daily fee at the pay station while you are parked in any of the downtown commuter parking lots. It does not reserve a parking space for you, and it does not guarantee parking space availability.

The pre-paid parking pass can only be used at any of the numbered parking space in the downtown Crystal Lake commuter parking lots. It does not work at the Pingree Road train station or any other commuter parking lot except the downtown Crystal Lake commuter parking lots.

Multi-day and overnight parking is only available in two rows at the Ellsworth Parking lot, located at Ellsworth Street and Beardsley Street. Up to five days of parking is available at this parking lot as long as a current pre-paid parking pass is properly displayed or paid through the pay stations or mobile app.

Pre-paid parking passes are valid for six months and cost \$150. Pre-paid parking passes can also be purchased anytime within the valid period at a pro-rated price. The pro-rated price is calculated based on the day of purchase.

Pre-paid parking passes can be refunded at a pro-rated amount. The pro-rated refund price is based on the day the pass is returned to the City of Crystal Lake during the period the pre-paid pass is active. Please contact the Crystal Lake Finance Department at 815-459-2020 to arrange for the pre-paid parking pass to be returned. Once returned, a check will be mailed to you in the pro-rated amount.

There are no refunds for unused days. There are no refunds for lost or stolen pre-paid parking passes. Please treat the passes like cash.

There is no grace period for when the pre-paid parking pass is active or when it expires. The pre-paid parking pass is only active during the period listed on the pre-paid parking pass.

Pre-paid passes must be displayed from your rearview mirror. If you forget to display your pre-paid parking pass, you may receive a parking citation every day you are parked without displaying a valid pre-paid parking pass, unless the parking space you are in is paid for at the daily fee pay stations. If this happens—as a courtesy—you may have one citation waived on a one-time-only basis, if that has not been done for you in the past for that or any other reason. Otherwise, you are responsible for either paying or appealing the citation. It is your responsibility to properly display the pre-paid parking pass.

### Primary Vehicle Information

\_\_\_\_\_  
Last Name                      First Name

\_\_\_\_\_  
Make                                      Model

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Year                                      Color

\_\_\_\_\_  
City                                      State                                      Zip Code

\_\_\_\_\_  
Plate State                                      Plate Number

- Car
- Truck

\_\_\_\_\_  
Telephone                                      E-Mail Address

\_\_\_\_\_  
Signature                                      Date