

# AYALA CENTER CEBU TOWER

Bohol Ave., Cebu Business Park, Cebu City

CEBU HOLDINGS

## APPLICATION FOR VEHICLE PARKING SLOT YEAR 2018

Date of Application: \_\_\_\_\_

Applicant: \_\_\_\_\_

Surname

First Name

M. I.

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

Company: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Tel No.: \_\_\_\_\_

\*\*\*\*\*

Plate No.: \_\_\_\_\_

CR No.: \_\_\_\_\_

Make: \_\_\_\_\_

OR No.: \_\_\_\_\_

Series: \_\_\_\_\_

Date Expires: \_\_\_\_\_

Body Type: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_

Color: \_\_\_\_\_

Date Expires: \_\_\_\_\_

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### FOR NEW APPLICANTS

(To be filled up by ACC Tower Admin)

Proximity Card No.: \_\_\_\_\_

Sticker No.: \_\_\_\_\_

### FOR RENEWAL

(To be filled up by the Applicant)

Previous Proximity Card No.: \_\_\_\_\_

Previous Sticker No.: \_\_\_\_\_

As an applicant, my permit to park allows me to utilize the parking space within the available designated parking slot at the Ayala Center Cebu Tower, or as may be directed by the security personnel. I hereby undertake and agree to strictly abide by and comply with the parking rules which are clearly stated at the back of this application and made as an integral part hereof by way of reference.

I hereby release and discharge the Ayala Center Cebu Tower Administration for any claim, causes of actions, damages, liabilities and responsibilities arising from any loss or damage on my vehicle while parking in the building premises.

In WITNESS WHEREOF, I affix my signature this \_\_\_\_\_ day of \_\_\_\_\_ year 2018 at Cebu City Philippines.

Applicant's Signature Over Printed Name

Recommending Approval:

  
Shella Rosell

HR Department  
(Signature Over Printed Name)

CRE/Facilities Manager  
(Signature Over Printed Name)

### FOR APPROVAL BY AYALA-CENTER CEBU TOWER ADMINISTRATION OFFICE

NOTED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Technical Assistant

Property Manager

#### Required Attachments:

- \*1 copy of Driver's License
- \*1 copy of Official Receipt

## **PARKING RULES AND REGULATIONS**

IT SHALL BE UNDERSTOOD THAT VEHICLE PASS ISSUED BY AYALA CENTER CEBU TOWER ADMINISTRATION OFFICE SHALL BE TREATED AS A **PRIVILEGE** and **NOT A RIGHT** AND THAT AYALA CENTER CEBU TOWER ADMINISTRATION OFFICE HAS THE RIGHT TO SUSPEND OR REVOKE THE VEHICLE PASS FOR ANY ACTS OF VIOLATIONS TO THE FOLLOWING RULES AND REGULATIONS OUTLINED BELOW:

### **SAFETY AND SECURITY**

1. For safety and security reasons, the AYALA CENTER CEBU TOWER security personnel shall be allowed to inspect the vehicle before entry and exit from the parking area. It is further advised that the five parameters for car inspection will be followed as stated below:
  - 1.1. Kindly turn off the headlights.
  - 1.2. Turn on the lights inside the car.
  - 1.3. Open the windows and doors.
  - 1.4. Open the baggage compartment of the car.
  - 1.5. Sealed parcel/cartons are subject to a thorough security check.
2. Ten (10) kph speed limit must be observed within the Ayala Center Cebu Tower parking area.
3. Parking Area VERTICAL CLEARANCE IS 2.10m ONLY.
4. Excessive blowing of horns and, vehicles that emit loud noise is strictly prohibited.
5. Unauthorized overnight parking is not allowed. For violators, a monetary penalty of P2,500.00 per night will be imposed.
6. Heavy equipment like dump trucks, mini dump trucks, mini back hoes, trailers, etc., are not allowed to enter the building parking area.
7. Bringing of unregistered vehicles or vehicles without parking stickers to his/her parking slot is not allowed unless, under certain valid circumstances. Subject to the approval of the Building Administration.
8. For security purposes, vehicle owners are encouraged not to leave their valuables inside their parked vehicles.
9. Vehicle owners shall be held liable for their parked vehicles at all times. Ayala Center Cebu Tower Administration shall not be held responsible for any damage or loss to the vehicle while parked inside the building.

### **APPLICATION AND RENEWAL OF PARKING SLOT**

10. To avail of an exclusive parking slot (applicable only to tenant employees with designated parking spaces), the applicant must submit a fully accomplished application form, with corresponding attachments, duly signed by his/her company's authorized representative. The application form must be submitted to the Building Administration for final approval.
11. For every applicant having more than one (1) vehicle, only one (1) vehicle may be allowed to be registered to park at the designated parking slot.
12. The Ayala Center Cebu Tower Vehicle Pass sticker shall at all times be placed at the upper left corner of the windshield of the vehicle, and at the left side of the front telescopic shock absorber for motorcycles. This will be done by the Ayala Center Cebu Tower Administration representative.
13. The reservation for an exclusive parking slot is good only for one (1) year. To avail continuously of the service, the application must be renewed yearly through the Tenant's Facilities/Admin Officer.
14. The warranty period for the issued stickers and access cards is only up to 30 days from the time of receipt.

### **PARKING PROXIMITY CARD GUIDELINES**

15. The building tenant parking area is equipped with a DITEC, UP4EH Automatic Barrier. The applicant will be issued a Parking Proximity Card, for access to the tenant's parking area. This Proximity Card must at all times be brought with the employee upon entering the building parking premises.
16. The Proximity Card is NON-TRANSFERABLE and must solely be used by the designated person. Lending of Parking Proximity Cards to others is strictly prohibited.
17. If the vehicle owner is caught lending his/her proximity card, the card used will be confiscated and both the card owner and the accomplice will be fined a penalty of P2,000.00 each. Also, both violators will be banned to re-apply for an exclusive parking slot for a period of one (1) year from the date of violation. If the accomplice is in no way connected to any company in Ayala Center Cebu Tower, or an outsider/visitor, the card owner will shoulder the monetary penalty for the both of them.
18. In the event that the vehicle owner forgets to bring his/her proximity card, he/she may ask the Security-in-charge to open the barrier.
19. A maximum of three (3) instances may be allowed for entry without a proximity card. After the third offense, the succeeding occurrences will be subject to a Violation Citation Ticket and a monetary penalty of P100.00 per offense thereafter.
20. Only 30 day warranty is applicable to the issued access card. Up to two (2) times replacement is allowed under normal use.
21. For damaged or lost cards, a replacement fee of P500.00 each will be imposed. Damaged cards shall be surrendered first before it can be replaced.

### **AUTOMATIC GATE/BARRIER GUIDELINES**

22. Do not enter the field of action of the motorized gate/barrier while in motion.
23. Do not obstruct the motion of the motorized gate/barrier as this may cause a situation of danger.
24. Do not lean against or hang on to the barrier at all times.
25. Do not allow children to play or stay within the field of action of the motorized gate/barrier.
26. The motorized barrier is intended only for vehicles like SUV, sedan, etc., including motorcycles. Others with ground clearance exceeding 60cm are not allowed to pass through the system, however they can pass provided that the automatic barrier be operated manually, which would be done by authorized personnel only.
27. Any damage/s incurred to the barrier shall be subject to investigation and proper monetary sanction depending on the magnitude of abuse or damage.

### **GENERAL PARKING GUIDELINES**

28. Pedestrians shall be given priority while crossing the parking entrance.
29. Ayala Center Cebu Tower Administration reserves the right to "Parking off Limits" for legitimate reasons or when designated parking area is full.
30. Parking shall be made on a "FIRST COME FIRST SERVED BASIS", except to parking areas solely designated for the Building Admin/Owner and other Officials or Guests.
31. Applicants/Owners/Drivers shall maintain courtesy within the common parking area at all times.
32. Always keep the parking area clean. Littering is prohibited. Monetary penalty of P1,000.00 will be imposed to violators.
33. Any violation of the rules stipulated herein may be used as grounds for CANCELLATION or REVOCATION of the privilege, and subject to issuance of Violation Citation by the Security-in-charge.