**Parking Rules & Policies**

**Contoso Parking Policy and Registration Requirement**

Downtown Employee Parking System

Permits issued to registered parkers will remain assigned and available to the State employees who have obtained them, for their exclusive use, unless or until:

* The employee obtains different parking within or outside of the Contoso system, or cancels his or her permit; or
* Contoso cancels the permit as a result of specific or accumulated violations of Contoso parking enforcement policy that warrant cancellation.

Contoso will make every effort to provide daily parking privileges to registered permit holders in their assigned lot; however, Contoso retains the right to re-locate patrons to other Contoso parking facilities based on operational need.

Registration Requirement

In order to park in facilities managed by Contoso Parking, an employee must:

* Successfully complete an Employee Parking Profile (EPP);
* Hold a permit through Contoso with an accompanying hangtag;
* Comply with Contoso payment policies and all parking polices and rules
* Work in a location within downtown Albany or have a definitive date of reassignment to a work location within downtown Albany.  You will be eligible to compete for parking 30 days prior to your relocation date and, if awarded, your permit will be available to you 2 weeks prior to that date. If you do not work in a building that is considered within Downtown Albany (by virtue of inclusion in [this](https://parking.ogs.ny.gov/what-are-boundaries-downtown-albany) list), you are NOT eligible for downtown Albany parking.

Employees who fail to comply with these requirements will be subject to OGS parking enforcement policies, including immediate towing or cancellation of parking privileges, and broader discipline as appropriate.

**CHANGE/CANCELLATION OF PERMITS**

Permit holders are expected to notify Contoso Parking Management for any of the following reasons:

* Name Change
* Agency Change
* Cancel Payroll Deduction
* Cancel Permit and Parking
* Change/Add/Delete Carpool Members

Note: You can use your Employee Parking Profile to notify Contoso Parking Management of changes to your: phone number, e-mail address, or license plate number(s). (It is not necessary to notify Parking Management for a new vehicle, as long as the license plate number remains the same).

To cancel payroll deduction and relinquish parking privileges, the permit holder must notify our office at least fifteen working days prior to the cancellation by completing and returning a [Payroll Deduction Authorization/Cancellation Request (CS 783)](https://parking.ogs.ny.gov/sites/default/files/PayrollAuthorizationForm.pdf) form.

Permit holders who cancel parking privileges may in some cases be entitled to a refund. Refunds will only apply if our office is in possession of the hang-tag and cancellation for the period in question. To apply for a refund, complete and return a [Parking Permit Refund Request (CS 784)](https://parking.ogs.ny.gov/sites/default/files/RefundRequestForm.pdf) form.

**INJURIES, DAMAGE OR THEFT**

OGS Parking Management is not responsible for loss or damages to any motor vehicle or the personal property inside any motor vehicle due to weather conditions, natural disasters, theft, vandalism, or any other action of a third party.  It is the responsibility of parking patrons to make sure that their vehicles are securely locked.  Additionally, OGS recommends that valuable personal items be removed from vehicles or stored in locked trunks.

If a parking patron is injured, or in the event of damage or loss, in a State-operated parking facility, the parking patron must report the details of the incident to the parking lot attendant as soon as possible and submit an [Internal Report of Damages, Theft and/or Injury (CS 708)](https://parking.ogs.ny.gov/sites/default/files/InternalReportofDamages_0.pdf) form.  The State Police should be contacted if there is no parking lot attendant on duty.

**VISITOR PARKING**

The Office of General Services operates several parking areas in and around the Empire State Plaza in downtown Albany, New York. For additional information, please visit Parking Information for Visitors.