



## Parking Lot Guidelines

Parking Services  
123 Madison St.  
Oak Park, IL 60302

708.358.7275, option 5  
parking@oak-park.us  
www.oak-park.us/parking

### Lot 18: Holley Court Parking Garage, southeast of Harlem and Ontario, 1125 Ontario St.

#### **Parking Permit Hours**

Permit holders may only park on level 2 and above

**Night:** 6 p.m. - 8 a.m., Monday - Friday, 24-hours on weekends, must vacate garage daily

**Day:** 6 a.m. - 10 p.m., seven days a week, must vacate garage daily

**24-hour:** 24-hours, seven days a week

**Monthly:** 24-hours, seven days a week

#### **Permit Dates**

First Quarter

Second Quarter

Third Quarter

Fourth Quarter

Valid January 1 - March 31

Valid April 1 - June 30

Valid July 1 - Sept. 30

Valid Oct. 1 - Dec. 31

**New Permit Purchase** Parking permits are sold and renewed quarterly. Existing permit holders are given the first opportunity to purchase a renewal permit before the start of the quarter. Any remaining permits which are available go on sale on the first available Saturday after the permit quarter begins, and remain available throughout the quarter on a first-come-first-served basis. Please contact the Parking Service Center for more information on the next available open sales date.

**Permit Renewals** Parking Permits are not automatically renewed. Parking permits may be renewed three weeks prior to the start of each calendar quarter. Permits renewals can be made on-line, by mail, or at the Parking Service Center at Village Hall either in person or via a drop box at 123 Madison St., Oak Park, IL 60302. Office hours are 8:30 a.m. to 7 p.m. on Mondays and 8:30 a.m. to 5 p.m. Tuesday through Friday. The drop box is accessible 24 hours a day, seven days per week. The Village sends renewal letters via US mail to existing permit holders as a courtesy reminder which establishes deadlines to renew a permit. The reminder does not guarantee a new permit. Please note the deadlines for renewal via US Mail or on-line will be approximately six business days prior to quarter end to allow for the permit to be returned via US Mail. Permit holders are responsible for purchasing and displaying a current permit decal on time. Please be aware that failure to renew a permit prior to the established deadlines may result in losing the parking permit in the respective lot. All unpaid parking citations and other fines due the Village MUST be paid in full in order to be eligible to purchase a permit. The Village accepts cash, checks and credit cards. Call 708/358-7275 (PARK), option 5 for more information.

**Restrictions** Vehicles may be ticketed or permit forfeited for failure to comply with these restrictions.

1. **Vehicle Stickers** - All vehicles owned by Oak Park residents must display a current Oak Park Vehicle Sticker. All vehicles must display license plates with a valid vehicle registration sticker.

2. **Where to Place Sticker** - The parking permit decal must be affixed on the outside of the rear window on the driver's side, in the lower corner. A vehicle with a tinted rear window or no rear window, such as a convertible, should display the permit on the front window, driver's side. To maintain visibility, expired parking permits and vehicle stickers should be removed. Clean the window and allow it to dry thoroughly. Remove the entire non-adhesive backing from the decal and fully attach the decal to the window, making sure the information is unobstructed from view. Proper display allows the permit to be readily identified.

3. **Permit Transfer or Reissue** - Parking permits are not transferable unless authorized by the Village. The Village requires the existing permit decal to be returned to the Village prior to any transfer of the permit to a new license plate number. Permit holders must report any change in vehicle, vehicle owner, address or license plate information to the Village. Failure to do so will result in the permit being deemed invalid. Permits issued to individuals who provide false or inaccurate information, or who fail to notify the Village of changes in the information submitted with the permit application will be deemed invalid, resulting in the loss of parking privileges. If authorized, the Village will reissue a permit that is lost or requested to be transferred for an administrative fee of \$2.00.

4. **Refunds** - If you are moving or are no longer in need of your permit, you may apply for a refund by peeling off the decal and returning it to the Village. Refunds, if approved, are pro rated for the remainder of the quarter. Refunds will not be made to an individual if the permit was issued through a voucher (i.e. a landlord account) or if purchased under a Village corporate account.

5. **How to Park in Stall** - All vehicles must be parked front-end in first within the marked parking stall. Do not back in to stall. Vehicles may occupy only one parking space and must not protrude into the driving aisles or adjoining spaces. Vehicles exceeding the space allocated for a single stall are subject to being ticketed for failure to have a permit, as the permit is not valid for two spaces. In addition, the Village may revoke or cancel any permit issued to a vehicle that is too large to park within a single stall. Vehicles may not be repaired or serviced while parked in the lot. Vehicles must be in operating condition or will be ticketed and/or towed. Vehicles cannot be covered.

6. **Vehicle Circulation** - Vehicles shall not occupy the same stall for more than 10 consecutive days, unless pre-authorized by Parking Services. Vehicles may be excluded from all or part of the lot at any time, for maintenance, repairs, or snow removal. Permits are subject to revocation by the Village for failure to circulate. Excluding emergency services and snow removal, in the event the Village needs access to the parking spaces for maintenance or repairs, the Village will give 72 hours prior notice of the date and anticipated duration of the planned repairs or maintenance. The Village will use its best efforts to relocate the permitted vehicles to a location in the surrounding area for the duration of the repairs. All terms and conditions herein apply to the alternative parking space.

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### **Transponder Usage Restrictions**

Treat your transponder carefully. You are responsible for its use in accordance with these restrictions. If you lose your transponder, please report its loss to the Village of Oak Park Parking Permits Office at 708-358-PARK (7275) Option 5 to avoid financial liability if it is used improperly. Parking privileges will be revoked upon improper use of transponder or permit.

1. A transponder is necessary for you to gain access to the garage. The transponder is a hands-free access device that must be affixed to the windshield of the vehicle, which insures that only designated permit holders enter and exit parking facility in accordance with the appropriate permit issued. You will be supplied Velcro strips, which are to be applied to the windshield in the upper center behind the rear view mirror inside your vehicle.
2. Your transponder is only valid during time period for which you have purchased a quarterly parking permit. Further, your transponder is only valid during the time of day (day, night or 24 hour) associated with the permit you have purchased. Daily and nightly permit holders are required to exit the garage daily during permit hours established by the Village. Cars that use the garage during unauthorized times may be issued a parking citation.
3. Transponders are not transferrable and cannot be used by any vehicle except the one registered to the permit.
4. To raise the gate, the transponder must be affixed to front windshield under rear view mirror. The gate will close automatically after driving past the gate.
5. Permit holders that pull a ticket to gain entry to the garage rather than using the transponder are responsible for paying applicable daily fees and may become ineligible for permit purchase.
6. Do not follow a car through a raised gate, as the gate will lower on to your vehicle. Always wait until the gate is down, and then drive forward to raise the gate.
7. Use the transponder every time you enter and exit the garage even if the gate is raised up. This keeps your transponder active and operational for the assigned facility. Not doing so will disallow entry or exit on your next usage as the transponder only allows for entry followed by an exit.
8. Your transponder deposit will be refunded when the transponder is returned in good working condition. Your transponder must be returned when requesting a refund for the initial deposit.
9. If a transponder is lost or stolen, the applicant will be required to pay a \$20.00 replacement. Additional transponders will not be issued if the replacement transponder is lost.
10. If you have problems with your transponder you may leave your name and number with the parking garage attendant or call the parking permit office at 708-358-PARK (7275) Option 5.

### **30-Day Use Cards**

Cards are limited and are sold on a first come, first sold basis. Cards are non-refundable/non-transferable.

#### **30-Day Use Card Description**

Cards are available for a limited number of parking spaces in this Garage. The prepaid card is sold in the form of a magnetic debit-type paper card for \$127.20 per calendar month (\$120 + \$7.20 Cook County tax) and provides for parking 24 hours a day in the garage. There is no permit to affix to your car and no transponder is used. Utilization is traced by the card and vehicle plate number. A single use is defined as one entry and one exit within 24 hours.

30-Day Use Cards may be purchased each month beginning on or about the twenty fifth of the month (see schedule list below) and will continue until cards are sold out. Cards are sold on a first come first serve basis. Once purchased cards are non-refundable. Cards are valid from 12:01 a.m. on the 1st calendar day of the month and cards will expire on the 1st day of the following month at noon regardless of use.

#### **How to Use the 30-Day Use Card**

Cards function as a chaser ticket. Upon entry into the Parking Garage, the card holder must pull a ticket (aka "Entry Card") at the entry gate to allow garage access. Keep the Entry Card and the 30-Day Use Card with you. When you are ready to exit the Garage, stop at a Pay Station, insert the Entry Ticket and when asked for payment, insert the 30-Day Use Card. The machine will announce that no charges are due and return both cards. Use the "Entry Card" to exit the facility by inserting the card at the exit gate.

**Note:** 30-Day Use Cards contain a magnetized strip which can be damaged when kept near a cell phone or magnetic purse or wallet closure. Treat your card carefully. The Village will not replace lost or stolen cards.

If you believe your card is damaged, please stop by the Holley Court Parking Garage Security Office, 1125 Ontario, Monday – Friday between 9 a.m. and 3 p.m. and ask for a tracking of your use.

### **Card Valid Dates**

Cards are valid during the following days beginning at noon.

- Jan. 1 - Feb. 1
- Feb. 1 - March 1
- March 1 - April 1
- April 1 - May 1
- May 1 - June 1
- June 1 - July 1
- July 1 - Aug. 1
- Aug. 1 - Sept. 1
- Sept. 1 - Oct. 1
- Oct. 1 - Nov. 1
- Dec. 1 - Jan. 1