PURPOSE

The Georgia Building Authority (GBA) is responsible for the operation of parking facilities on the Capitol Hill Complex. The following parking guidelines and restrictions are provided to ensure that parking facilities and related physical assets meet their intended functions and are maintained in a quality, cost-effective, and timely manner. Authority to maintain and operate parking facilities is granted to GBA through the Official Code of Georgia (OCGA) §50-9-5(6), §50-9-8(a), §50-9-10.

SECTION I. PARKING AVAILIBILITY AND ASSIGNMENT

The Georgia Building Authority (GBA) operates and maintains several parking facilities on the Capitol Hill Complex and provides options for both daily fee parking and monthly parking permits. GBA parking facilities are closed on State Holidays and general hours of operation may be affected by events scheduled through the GBA.

1. **Daily Fee Parking**
   Limited daily fee parking is available on a first-come, first-served basis. Normal hours of operation are 6:00 AM – 9:00 PM and payment is due upon entrance.

2. **Monthly Parking Permits**
   State employees working on Capitol Hill and contractors doing business for State Agencies on Capitol Hill are eligible to apply for monthly parking permits. Permits are designated by parking facility and only one permit will be assigned to an individual. Initial applications for monthly parking permits should be made in person at the GBA Parking Office, where a parking hangtag will be issued to a parking facility with available spaces.

   Requests for relocation to premium parking facilities, where spaces are not currently available, must be submitted online. Current parking customers may add their name to the waitlist of one or more facilities through the GBA Parking web site at www.parking.gba.ga.gov. Assignments are subject to availability.

   - **State Employee Parking** – Full-time and part-time payroll employees (who receive a W-2 from the State) assigned to offices on Capitol Hill are eligible to apply for monthly parking permits at most GBA Parking Facilities. Employees will be assigned to the most convenient, available space and be given the option to be placed on a waitlist for another parking facility. Waitlists can be accessed through the GBA website at www.parking.gba.ga.gov. State employees will have an access card that reads "Capitol Hill State of Georgia EMPLOYEE."

   - **Contractor Parking** - Vendors contracted to do business with State Agencies on Capitol Hill, employees of temporary staffing firms working for a Capitol Hill agency, and Agency interns or student employees are eligible to apply for

monthly parking permits at selected parking facilities for $40 per month. Contractors are not eligible to be placed on the waitlist for another parking facility. Contractor/Temporary/Agency Intern/Student will have an access card that reads "Capitol Hill State of Georgia TEMPORARY."

- **State Agency Parking** – Certain parking spaces are designated as agency spaces and are managed and assigned by the user agency. There is an additional charge for agency spaces. Agencies must notify the GBA Parking Office in writing to have a vehicle towed from their agency reserved space.

NOTE: Assigned spaces are only reserved Monday-Friday from 6:00 AM to 5:00 PM.

3. Parking Waitlist

The waitlist is prioritized by State of Georgia last hire date without a break in service. State employees are required to provide documentation to validate their official hire date. For those employees in the State Accounting Office (SAO) payroll system with a parking deduction, SAO will provide the last hire date. If you do not have parking in the SAO payroll system, complete the "Hire Date Request Form" available online and submit it to the GBA Parking Office. If the hire date is not submitted within ninety days of your online waitlist selections, all selections will be removed from the waitlist.

An employee is responsible for keeping their contact information up to date with the GBA Parking Office. If an employee cannot be reached by email for a new parking assignment, the space will be offered to the next active employee on the waitlist within fourteen calendar days. If a new assignment is declined or the offer expires, the lot selection(s) will be removed from the waitlist.

4. Parking for Persons with Disabilities

The Georgia Building Authority has designated parking spaces in each facility in accordance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). In order to be eligible to use an ADA space an individual must be issued a "Georgia Handicapped Parking Permit" from the Department of Revenue (application MV-9D on Revenue web site) through your local county tag office and must provide GBA Parking Office with a copy of a valid State handicap placard or handicap license registration.

- Designated handicap spaces are assigned on a first-come, first-served basis and some facilities may have an ADA parking waitlist.
- Individuals with a Temporary "Georgia Handicapped Parking Permit" will be considered for temporary assignment if designated handicap spaces are available through the assigning process by GBA.
- State Agencies may use, and in fact are encouraged to use, their agency spaces to accommodate individuals with Temporary "Georgia Handicapped Parking Permits".

SECTION II. PARKING RULES AND REGULATIONS

The following rules and regulations apply to all GBA parking facilities:

1. **Authorized Entrance**
   A valid parking permit issued by the GBA Parking Office must be used to gain entrance to a GBA parking facility.
   - Parking permit must be prominently displayed on the rearview mirror while parked in a GBA parking facility. Display of the permit will assist parking staff and law enforcement in recognizing authorized vehicles.
   - If a parking permit/card is forgotten, lost, or stolen, the permit holder will be sent to a daily fee parking facility. The daily entrance fee is non-refundable. Report lost or stolen permit/card to the GBA Parking Office immediately.
   - Parking permit may only be used in the designated parking facility to which the parking permit is assigned.

2. **Vehicle Parking**
   Vehicles must only be parked in spaces marked or designated for parking. Violators are subject to being towed at the owner's expense.
   - Vehicles must be parked within the confines of the space. A vehicle may not encroach its wheels into another space.
   - Vehicles must always be parked in the manner and direction indicated by the markings.
   - Vehicles must not be parked in restricted areas without authorization. Restricted areas include: fire lanes, reserved spaces (numbered), landscape areas, intersections, no parking zones, sidewalks, pedestrian routes, and loading docks.
   - Trailers must not be parked in any GBA Parking facility.

   If a vehicle illegally parks in a reserved space, the permit holder of the reserved space must notify the GBA Parking Office and obtain permission to park in a daily fee lot at no charge until the illegally parked vehicle can be moved.

3. **Overnight Parking**
   Unauthorized extended overnight parking of personal vehicles or storage of vehicles is not permitted in any GBA parking facility.

4. **Parking Deck Safety**
   Permit holders are expected to practice parking safety including:
   - Giving priority to pedestrians over vehicular traffic.
   - Operating headlights in underground parking decks.
   - Stopping at all deck level intersections.
   - Obeying posted speed limit. If the speed limit is not posted, it is 5 MPH.
   - Not blocking vehicles attempting to exit a parking space.
   - Driving in the designated direction of traffic.

Note: The Capitol Police, a division of the Department of Public Safety, provides general security to the GBA parking facilities. To report emergencies or to request assistance, customers should contact the Capitol Police at 404-624-7281.

5. **Fluid Leaks**
   It is the responsibility of the permit holder to properly maintain their vehicle and promptly report chemical (oil, antifreeze, etc.) vehicle fluid leaks to the GBA Parking Office.

6. **Height Restrictions**
   Height restricts signs are posted throughout GBA parking facilities. GBA is not liable for damage due to height restrictions.

7. **Parking Violations**
   Violations of parking rules and regulations may result in ticketing, towing, booting, restitution for parking charges, and/or suspension/cancellation of parking privileges.

8. **Towing Fees**
   Payment of towing and storage fees for vehicles removed from a parking facility shall be the responsibility of the vehicle owner/operator.

9. **Utilities**
   The personal use of electrical outlets (or any utility service) located in a GBA parking facility is prohibited.

10. **No Smoking**
    All GBA parking decks and underground garages are designated: NO SMOKING.

SECTION III. TERMS AND CONDITIONS

The following terms and conditions apply to all GBA parking permit holders:

1. **Liability**
   GBA assumes no liability or responsibility for loss or damage to any vehicle parked in its facilities. It is the permit holder and/or driver's responsibility to report any damages involving GBA facilities.

2. **Parking Account Information**
   It is the permit holder's responsibility to notify the GBA Parking Office of any changes in their employment or changes to contact information. Go to the GBA website at www.gba.ga.gov/parking. Permit holders will verify their account information annually for renewal of their parking permit.

3. **Reassignment of Parking**
   GBA reserves the right to reassign vehicles to other parking facilities when necessary to meet parking demands, legislative directives, changes in parking policy, or to respond to construction/repair projects. These reassignments may be temporary or permanent.

4. **Subleasing or Transferring Permits**
   Parking assignments are not transferable to others and cannot be subleased or traded.

5. **Payment**
   Fees for parking permits will be collected in advance to cover the period prior to commencement of first automated payment. Payment must be by check, money order, or credit/debit card for anyone not participating in the payroll deduction payment option.
   - Parking rates will not be prorated.
   - Parking rates are subject to change with 30 days notice from GBA.
   - No refunds will be given.
   - Parking access will be terminated for non-payment within 10 work days after billing for those accounts not participating in a State payroll deduction program for parking.
   - Agency non-payment will be terminated at 60 days from invoice date. This includes both employee payroll deduction spaces and agency reserved spaces. It is the responsibility of the agency to pay promptly for spaces billed by the Georgia Building Authority for both agency use and employee payroll deduction.
   - GBA will be reimbursed for damage to equipment or facility within 10 work days after billing. Other remedies may be pursued for non-payment in addition to termination of parking privileges.

6. **Lost/Stolen Permit**
   There is a replacement charge for damaged, lost or missing parking permits/cards. If a replacement permit/card is returned within three (3) business days of the issuance date, the replacement charge will be refunded.

7. **Cancellation of Parking**
   It is the permit holder's responsibility to notify the GBA Parking Office to cancel a parking account and to return the permit/hangtag. Thirty day notification is required and refunds will not be issued for late notifications.

8. **Loss of Parking Privileges**
   Parking privileges can be cancelled for any of the following:
   - Subletting or allowing an unauthorized person use of a parking permit, card, or parking space.
   - Use of an invalid parking permit (expired, copied, counterfeit, or by other means).
   - Failure to pay parking fees within the required time.
   - Failure to report an accident resulting in damage to another vehicle or to GBA equipment or parking facility.
   - Failure to pay for damage to equipment or facility within the required time.
   - Repeated violations of parking rules and regulations.
   - Termination from state service or transfer to a location outside of the Capitol Hill Complex.

9. **Permit Care**
   To maintain the reliability of parking permits, proper care is essential. The following are some basic card permit care guidelines:
   - Do not expose permits to extreme heat.
   - Do not fold, bend, or twist permits.
   - Do not re-laminate permits.
   - Do not punch a slot or hole in permits.

SECTION IV. PARKING VIOLATIONS AND PENALTIES

The following penalties apply to violations of GBA parking rules and regulations:

1. **Minor Infractions**
   The following parking violations will result in a citation warning:
   - No permit displayed
   - Improper display of permit
   - Parking over stall line
   - Unauthorized extended overnight parking
   - Vehicle leaking fluids
   - Expired permit
   - Driving against the designated direction of traffic (going the wrong way)
   - Failure to report an accident resulting in damage to equipment or property
2. **Major Infractions**
   The following parking violations will result in a citation and the vehicle will be towed:
   - Parking in unauthorized facility
   - Parking in a Handicapped space without a valid permit
   - Parking in a restricted or "no parking" areas
   - Parking on a pedestrian walk way
   - Parking in a reserved space without authorization
   - Obstructing a fire lane
   - Obstructing the flow of traffic
   - Altering or falsifying a parking permit
   - Parking a trailer
   - Parking in an Electric Vehicle space without a current charging session in operation

   Note: Vehicles will be towed at the vehicle owner's expense
3. **Multiple Violations**
   After four (4) violations within the current fiscal year parking permit will be suspended for thirty days with no reimbursement or proration. Each subsequent violation will result in a thirty day suspension of parking privileges.