**Parking Lease Agreement**

## 1252 North Austin Blvd. • Oak Park, IL 60302

## (708) 848-9150

## www.judsonoakpark.com

This letter confirms the leasing agreement between you, as a tenant of the parking lot located at the northwest corner of Austin Blvd. and Berkshire Ave. in Oak Park, IL, and Judson Baptist Church (JBC), owner of said lot. JBC asks all parking tenants to abide by the following rules and expectations:

* The monthly parking fee is **$50. All tenants will receive an invoice by the 1st of the month** and will have until the 15th of the month to pay, **NO EXCEPTIONS**. Tenants are subject to a **$10 late fee** if payment is received after the **15th** of the month. **JBC reserves the right to cancel, ticket, or tow vehicles after 30 days of non-payment, habitually late payment, or habitually incurring fees.**
* You may submit your parking fee in any of the following ways:

1. Pay online through Zelle. Use the email [jbcoffering@judsonoakpark.com](mailto:jbcoffering@judsonoakpark.com), and write “Parking, Spot #\_\_\_” in the memo line.
2. Pay online through judsonoakpark.com/give and use Faithlife (there is a small fee).
3. Pay in-person at the church office on Tuesday from 11:00 a.m.-3:00 p.m.
4. Mail your payment to Parking, Judson Baptist Church 1252 N Austin Blvd, Oak Park, IL 60302
5. You may drop your payment in the church mail slot on the Berkshire entrance at any time. Please enclose the payment (check or money order) in an envelope and be sure to write your name, spot number, and phone number on the envelope.

* **When you sign your agreement, you will receive an S&S Towing window sticker. Sticker must be fully fixed to the front windshield on the passenger’s side.**
* **All tenants are required to move their cars from the lot on Sunday mornings. Cars parked in the lot on Sunday mornings from 8am-1:00pm will incur a fee**. If you are unable to move your car, you must notify the office at **708-848-9150** before Friday afternoon at 3:00 pm.**Failure to move your vehicle on Sunday morning will result in one warning, followed by a $10 fee for every offense after that. This fee must be paid by or with the next monthly payment.**
* **JBC reserves the right to ask tenants to vacate the lot for church events, weddings, funerals, etc. On such occasions, church staff will inform tenants at least 24 hours in advance. Failure to move vehicle will result in one warning, followed by a 10-dollar fee for every reoccurring offense that will be added to individual parkers invoice.**
* JBC is not responsible for theft or damage to cars while parked in our lot. We strongly encourage tenants to keep their cars locked at all times and remove all valuables from plain sight. While we do not assume responsibility for damage and theft, we encourage parking tenants to demonstrate courtesy and integrity, and to maintain

neighborly vigilance. If you see something suspicious, please report it to the church office, or contact the Oak Park Police directly if you see criminal activity.

Please feel free to contact the church office at **708-848-9150** or [parking@judsonoakpark.com](mailto:parking@judsonoakpark.com) with any questions or concerns that you may have regarding the lot, and/or parking privileges.

We welcome the opportunity to provide this service to you and our neighbors in Oak Park and Austin.

You are always welcome to join us Sunday mornings at 10:30am for worship service!

Visit our website at [www.judsonoakpark.com](http://www.judsonoakpark.com) for more details on church events and plugging into our community.

**JBC Parking Lease Agreement**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (Required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email (Required)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Make & Color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plate #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Space #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\***Tenants agree to park only in their assigned space. Failure to do so will result in vehicle being towed and/or parking agreement terminated.**

\***It is the parking tenant’s responsibility to notify JBC within 7 days of change to vehicle, license plate and/or both.**

I (Print Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Have read, understand, and agree to comply with JBC Parking Tenant Agreement.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \* With authority to bind vehicle owner

Office Use Only:

Church Staff\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sticker #\_\_\_\_\_\_\_\_\_\_\_\_