

# Parking Permit & Key Card Request and Agreement

Request for:

- Parking Permit
- Keycard

Name:

DOH:

Dept/Co.:

Supervisor:

Company email:

Make	Model	License#	Color

FortuneBuilders, Inc. hereby agrees to release a keycard and parking permit, receipt of which is hereby acknowledged, and licenses its use for access to the FortuneBuilders Headquarters building, located at 3033 Bunker Hill St. on the following terms and conditions:

**Permit Agreement**

1. Parking permits must be clearly displayed in your vehicle while parked in FortuneBuilders lots. Any vehicle parked on the grounds must display a permit or be subject to towing.
2. **Eligibility.** All employees are eligible and encouraged to receive a parking permit provided:
  - a. The permit holder signs a usage agreement with FortuneBuilders
3. **Usage.** This parking permit agreement is entered into between the permit holder and FortuneBuilders, Inc. This permit agreement does not pertain to parking codes set forth by the City of San Diego.
  - a. FortuneBuilders is not responsible and will not assume the liability for lost, stolen, or damaged property, including the vehicle(s) subject to this agreement, while parked in the company's lot.
  - b. Permit holders shall not engage in any maintenance of vehicles, shall not deposit any debris or refuse, shall not post any signs, or in any other way damage the property subject to this agreement. Permit holders agree to abide by reasonable speed and safety precautions while in the parking

premises, including following all safety directives issued by the City of San Diego and/or all security personnel acting on behalf of the City of San Diego.

4. **Revocation of Service.** The Participant's service shall be revoked by return of the parking permit upon the happening of any of the following events
  - a. Termination of eligibility as defined in the FortuneBuilders Employee Handbook
  - b. Failure of permit holder to perform in accordance with all the rules and conditions set forth in this agreement.

### Keycard Agreement

1. Access card holder is hereby granted a revocable license to use the keycard in connection with his/her normal and customary activities while as a FortuneBuilders employee, under the terms and conditions set forth.
2. **Eligibility.** All employees are eligible to hold a keycard provided:
  - a. The keycard holder signs a usage agreement with FortuneBuilders.
  - b. The hiring manager must present a valid argument for the employee requiring access to the building at 960 Grand outside of normal business hours of 8am and 5pm.
3. **Revocation of Service.** The Participant or subscribers service shall be revoked by deactivating the keycard upon the happening of any of the following events.
  - a. Termination of eligibility as defined in the FortuneBuilders Employee Handbook.
  - b. Failure of keycard holder to perform in accordance with all the rules and conditions set forth in this agreement.
4. **Security of Card.** Cardholder acknowledges that it is necessary to maintain the Security of the card to prevent its use by unauthorized persons and agrees:
  - a. To keep the keycard in possession or in a safe place at all times and to be accountable to FortuneBuilders for the keycard.
  - b. Not to loan the card to any person, for any purpose, or to permit the card to be used for any purpose by another person.
  - c. To immediately notify FortuneBuilders of the loss or theft of a keycard.
  - d. To follow all additional rules and regulations as specified in this agreement or as adopted by the FortuneBuilders from time to time.
5. **Failure to comply.** Any failure to comply with any of these terms of this agreement shall constitute an event of material default. In the event of such default, FortuneBuilders has the right to immediately terminate access to the system without any liability for hardship to the keycard holder.
6. **Violations.** Keycard holders allowing the use of the keycard by an unauthorized person, or otherwise violating these rules or abusing the system's security will be subject to loss of access.

I have read this agreement, as a keycard holder and parking permit holder I understand and agree with its terms and conditions.

New Hire Signature: \_\_\_\_\_

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