

# **FREEPORT BOROUGH**

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## **Procedures – Parking and Garage Spaces**

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## I. Introduction

### A. Purpose of Procedures

Written procedures serve multiple purposes:

- The ease of transfer of responsibility.
- Transparency with the community as an awareness of the manner in which things are done.
- Setting of expectations, not only with Freeport Borough council but also with residents of the borough.

### B. Purpose of this Document

The purpose of this document is to provide written direction and to serve as a reference as to the manner in which to complete the specified items.

### C. Updating Procedures

The manner for maintaining this document is specified within the MS Word document entitled *Procedures – InternalOffice*.

### D. Document Nomenclature

During the initial creation and reviews of this document, outstanding items and questions are specified in **yellow highlighting**.

### E. Version Control

The final portion of this document is the version control table. Version control is used for published documents to identify changes from one version of the document to the next and to ensure the most recent version of the document is being referenced and/or publicized.

## II. Parking Spaces and Garage Spaces

### A. Overview

The Borough of Freeport leases 21 parking spaces located throughout the borough and 12 garage spaces located at located at 502 Market Street.

The current parking/garage lease agreement is available on the Freeport Borough website under the Forms & Application tab.

### B. Leasing a Garage/Parking Space

Current lease holder are offered the opportunity to renew their leases in December, following the approval of the next year's fee schedule. If a lease holder does not renew his lease, the lease is made available to the next person on the waiting list per these guidelines.

- 1) To place your name on the list, contact the borough secretary.

- 2) Your name remains on the list and you are contacted when a space becomes available.
  - a. For garage spaces, priority is given to Freeport residents.

### **C. Payment**

Renewed lease payments are generally due by January 1. Specific due dates can be found in the provided lease document.

Payments can be made monthly, quarterly, semi-annually, or annually

### **D. Documentation**

Lessee agrees to provide valid contact information to the municipality and notify the borough of any changes within 10 days.

### **E. Transfer**

Transfer of parking/garage spaces are no permitted. Should you have any questions, please contact the borough secretary.

