

## **DECK 77 / GREEN SQUARE PARKING DECK**

### **State Employee Parking Procedures**

Employees assigned to Deck 77 (Green Square) will access the deck with a hang tag access permit.

Only one permit is issued to an employee per assigned space. Please note, the number on the permit and the number of your assigned parking space are different. If an employee carools or drives different vehicles to work, they can switch the permit between vehicles.

The permit activates the parking gates in the deck. In order to activate the gates, the permit must be hung from the vehicle's rearview mirror. If an employee does not have their access permit with them when they need to enter the deck, they must find alternate parking or pay to park in a visitor lot.

Deck 77 is a gated parking facility and the practice of lending a permit to a coworker is prohibited. Employees are responsible for having their access permit displayed in their vehicle while parked in Deck 77. There is a \$50 fee if the permit is lost or not returned when the assignment is terminated.

Employees must enter an employee parking area in order for the permit to allow them to exit the facility. For example, if the employee uses their permit to access the deck, but parks in the visitor area and not in their assigned space, the permit will not activate the exit gate when they attempt to leave. (The employee will also be charged for parking in the visitor area)

When entering the facility, if the permit does not activate the entrance gate please find alternate parking and contact State Parking as soon as possible (919-807-4499). An employee may pull a ticket and park in the visitor lot but only if they contact State Parking immediately. If an employee parks in the visitor lot without contacting State Parking immediately the employee will be expected to pay upon exiting the facility.

If the assigned permit does not activate the exit gate during normal business hours, please park and contact our office immediately (919-807-4499). If outside of normal business hours, you will be required to pay to exit the facility. If you feel you have been charged in error, please contact our office and we will check the permit usage, troubleshoot, and issue a refund if applicable. Due to revenue control procedures, parking attendants are not allowed to raise parking gates. Please follow the parking attendant's directions and we will attempt to resolve your issue as expeditiously as possible.

If two vehicles are approaching a gate very close together, example: the second vehicle is "tailgating" the first vehicle, the system cannot read the second vehicle's transponder. This may cause one of the vehicle's transponders to be deactivated. To avoid the inconvenience of having to get your transponder reactivated, please follow these guidelines:

- Ensure that the distance between your vehicle and the vehicle directly in front of you allows time for the gate arm to fully lower to a 90-degree position after the 1<sup>st</sup> vehicle passes through the gate.
- When exiting onto Edenton St., stop at the "Stop" bar before approaching the gate to give the vehicle in front of you time to clear the loop. This allows the reader time to process the 1<sup>st</sup> vehicle's exit and ensures that the 2<sup>nd</sup> vehicle's transponder can be read.
- Should a transponder become deactivated under these circumstances, State Parking will be able to reinstate access when your parking coordinator contacts our office. However, if a transponder is deactivated by the system because an employee vehicle is parked illegally in the visitor area, the transponder may not be reactivated and parking privileges may be terminated.

Employee parking is enforced Monday – Friday from 5 a.m. to 5 p.m., exclusive of official State Holidays. If you enter after hours, during holidays or on weekends, do not use your pass as it may deactivate.