

**RULES AND REGULATIONS FOR COMMUTER PARKING PERMITS
GRAYROCK ROAD LOT, TOWN OF EASTCHESTER**

- 1- The Town of Eastchester Grayrock Commuter Parking Lot is owned by Metro-North and operated and managed by the Town of Eastchester.
- 2- In case of an **emergency**, contact **the Town of Eastchester Police Department at (914) 961-3464**. For all **non-emergency** information, contact **the Town of Eastchester Clerk's Office at (914) 771-3351**.
- 3- Permits are valid only for Metro-North customers at the Town of Eastchester Grayrock Commuter Parking Lot.
- 4- **HOURS OF OPERATION**: The Town of Eastchester Grayrock Commuter Parking Lot is open 24 hours a day, 7 days a week.
- 5- **FREE, UNRESTRICTED PARKING** is available on Sundays and on the following Town holidays: New Year's Day, Dr. Martin Luther King, Jr.'s Birthday, Presidents' Day, Memorial Day Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day

You need not pay for metered parking, nor do you need a permit to park in permit spaces on the above-mentioned days.

- 6- **PARKING FOR PERSONS WITH DISABILITIES**: Pursuant to the Americans with Disabilities Act, there are four (4) spaces which are reserved for persons with disabilities. These are both permit and metered spaces. Vehicles parked in these spaces must display a valid handicapped-parking permit or they will be considered illegally parked and subject to a summons or towing. Obviously, a permit space requires a valid permit as well.
- 7- **METER PARKING**: There are 6 off-peak meters that will be available to customers after 9:30 AM.
 - Meters currently cost \$3.75/10 hours. There is a \$1.25 minimum. Time does not appear on the meter until \$1.25 is deposited into the meter. The meters accept Quarters Only.
 - Meters are available for 22.5 hours (from 9:30 AM to 8:00 AM).
 - Meters need not be fed on Sundays and the above listed holidays.

There are 6 meters reserved for dual usage: commuter permit or meter parking during off-peak hours.

- 8- **PERMIT PARKING**:
 - a-Permit parking is allowed in un-metered areas and at the 6 meters reserved for dual usage.
 - b-Permits are sold on an annual, semi-annual and quarterly basis. Each customer will receive an adhesive permit.
 - c-Permits are not needed on Sundays and the above mentioned holidays.

9- **PLACEMENT OF PERMITS**: Permits are to be affixed to the inside of the window closest to the vehicle's rear on the driver's side. First time violators of this rule will receive a warning citation. Failure to place the permit in the appropriate place will result in a summons.

10- **WAITING LIST** : The Town will maintain a waiting list for Metro-North customers who wish to obtain a permit. In order to be on the waiting list, a customer must provide the Town of Eastchester Clerk's Office with their name, address and telephone number. Permits are issued to these people in the order that their name appears on the waiting list. This list is available for inspection at the Town of Eastchester Clerk's Office. Please call for an appointment.

11- **LOST OR STOLEN PERMITS**: Any lost or stolen permit shall be reported to the Town Clerk. If a permit must be replaced because it has been lost or stolen, a replacement permit will be issued, upon filing a notarized affidavit, and payment of a \$5.00 administration fee. Permits, which are reported lost or stolen, become void and may **not** be used at the Town of Eastchester Grayrock Commuter Parking Lot.

Any person who knowingly files a false affidavit or who wrongfully acquires a parking permit shall be prosecuted to the fullest extent of the law and shall lose his privilege to park at the Town of Eastchester Grayrock Commuter Parking Lot.

12- **FORGED PERMITS**: If a customer's duplicate **and** original permit are used in the Town of Eastchester Grayrock Commuter Parking Lot with knowledge by the customer, **both** the customer using the original permit and the party using the duplicate permit will lose their permits, receive a summons, and permanently lose their privilege to purchase a permit for the Town of Eastchester Grayrock Commuter Parking Lot.

13- A change in address or vehicle must be reported to the Town of Eastchester Clerk's Office. **DO NOT ATTEMPT TO WRITE ON OR ALTER YOUR PERMIT IN ANY WAY.** It is unlawful to use an invalid parking permit.

14- **REFUNDS**: There will be **no refunds for unused portions of quarterly permits. When annual or semi-annual permit holders require a refund for a period longer than three (3) months, said refunds will be pro-rated based on the original fee paid, minus a \$20 Town administrative fee.** If a permit is returned after the first week of the month, the refund will be calculated from the following month through the end of the permit period.

15- **SNOW EMERGENCY PROCEDURES**: The Supervisor of the Town of Eastchester may, during any snow storm when the snow fall exceeds two (2) inches, declare a Snow Emergency, which when put into effect shall cause the owners of any vehicle parked at the Grayrock Lot to remove their cars within two (2) hours after public notice of a Snow Emergency to avoid a summons or towing. This policy insures proper snow removal and is not intended to be punitive for permit holders. Every effort will be made to remove snow before a.m. peak-hour service. Please consider this snow emergency procedure when a major storm is forecast.

Neither the Town of Eastchester, nor Metro-North Railroad is responsible for the theft or any form of vehicle damage while a patron is parked at the Town of Eastchester Grayrock Commuter Parking Lot.

If you have any questions, or if you need any further information, please contact the Town of Eastchester Clerk's Office at (914) 771-3351.