

METRO PARKING GARAGE II  
320 DEAN A. MCGEE  
OKLAHOMA CITY, OKLAHOMA 73102

MONTHLY PARKING CONTRACT

Contract No. \_\_\_\_\_

Date of Contract: 7-1-2026

The Oklahoma County Public Buildings Authority, as licensor, grants the following person, as licensee (the "Licensee"), a license to use 27 space(s) in the Metro Parking Garage II at 320 Dean A. McGee, Oklahoma City, Oklahoma 73102:

Name of Licensee: Board of County Commissioners - Court Admin

Phone numbers: (405) 713-1546  
(Business) (Home) (Cell/Other)

Billing Address: 320 Robert S Kerr Ave

Place of employment: \_\_\_\_\_

Email Address: Jessica.Clayton@oklahomacounty.org

The parties, by execution of this Contract and in consideration of the license granted herein by the Public Buildings Authority, agree as follows:

1. Licensee agrees to pay the Public Buildings Authority \$ 91.00 per parking space per month, plus applicable sales tax, payable in full by the 1st day of each month for which the fee is due. If not paid prior to the 10th day of the same month, the Public Buildings Authority will cancel this Contract without notice and parking card will be deactivated.  
A \$10.00 reactivation fee per parking card will be assessed if payment is made after the 10<sup>th</sup>. Reactivation fee must be paid before parking card will be reactivated.
2. Licensee agrees to pay a \$20.00 access parking card fee for each parking space licensed under this Contract. Licensee further understands there will be a \$20.00 nonrefundable fee for replacement of any access parking damaged or lost by the Licensee.
3. The Public Buildings Authority reserves the right to alter the monthly license fee provided for in this Contract upon sixty (60) days prior written notice to the Licensee at the above billing address and/or posting of the revised fee structure at the garage at least ten (10) days in advance of the fee change.
4. Once collected, the monthly license fee will not be refunded for any amount.
5. Licensee agrees the monthly fees noted above are for parking privileges only and that no bailment is created. The Public Buildings Authority shall not be responsible for any damage sustained by Licensee in the use of the garage including, but not limited to, damages sustained from fire, theft, or the removal of improperly parked vehicles. Licensee hereby indemnifies and holds the Public Buildings Authority harmless from any loss caused by such damage or removal. Personal property loss falls on Licensee no matter where stored in the Licensee's vehicle.
6. Licensee agrees to abide by all regulations pertaining to the use of the facility as may from time to time be prescribed or amended by the Public Buildings Authority, including changes in hours of operation.
7. Licensee agrees to park all vehicles only in the areas of the garage designated by the Public Buildings Authority.
8. Licensee agrees that the term of this Contract is one calendar month, automatically renewable each calendar month upon the timely receipt by the Public Buildings Authority of the prevailing fees as previously stipulated herein. The Licensee further agrees the Licensee may terminate this Contract by giving thirty (30) days written notice to the Public Buildings Authority. Licensee understands that the Public Buildings Authority may terminate this Contract by giving thirty (30) days written notice to the above listed Licensee at the above listed address except the Public Buildings Authority shall have the right to terminate this Contract at any time and without notice if the Licensee misuses the parking privileges, as determined by the Public Buildings Authority, which includes, but is not limited to, speeding in the garage, parking improperly, or using the access parking card for more than one vehicle at a time.
9. Licensee agrees to pay the posted transient rate for parking if Licensee does not have an access parking card available for use for any reason.
10. No vehicle parking in the garage shall exceed eighty-four (84) inches in height or the usual customary length of vehicles normally used by individuals for transportation to work.
11. Licensee shall be responsible for any damage to the Metro Parking Garage caused by Licensee in the use thereof.

Signature of Licensee \* \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Licensor: \* Oklahoma County Public Buildings Authority:

By \_\_\_\_\_

Date: \_\_\_\_\_

## **Policies and Procedures**

### **Parking Availability:**

Parking is available to contract customers **24/7**, however, the South Garage lobby, elevators, and stairwells close at **12:00 am** daily. The Basement parking entrance & exit close at 8 pm nightly and are also closed on the weekends.

### **Cancellation:**

As stated in the contract, if you choose to terminate your contract you are required to give a **30-day written notice**.

### **Misplaced/Lost Parking Cards:**

If you do not have access to your parking card for **any reason** and pull a ticket to enter, you are considered a transient parker, and the daily parking rate will be paid **without exception**.

### **Payment:**

Payment is **due on the first** (1) business day of each month and is **late after 5:00 p.m. on the tenth** (10) of the month. A reactivation fee of **\$10.00 per parking card** will be assessed if payment has not been received by said time. If the tenth (10) day falls on a weekend or County holiday, payment will be accepted through the next business day.

**Any parking tickets pulled due to non-payment shall be paid by the customer, without exception.**

### **Insufficient Checks:**

Any customer whose check is returned for insufficient funds will have their parking card(s) **deactivated** and will be required to pay the balance, **in cash**, to reactivate the parking card, as well as a **charge of \$35.00 NSF fee**. Any customer whose checks have been returned **more than twice** will forfeit their parking privileges.

### **Forfeitures:**

No parking card shall be transferred, re-assigned, or subleased to another person. If it is discovered that the licensee has transferred or subleased, his/her parking card it will be **deactivated without notice**.

❖ **Printed name of Lessee:** \_\_\_\_\_

❖ **Signature of Lessee:** \_\_\_\_\_

❖ **Date:** \_\_\_\_\_

## Parking Card Instructions – North Garage

- 1) To ENTER & EXIT
  - 1) Roll window down
  - 2) **Hold** parking card where it says, “Hold Card Here”, do not tap or swipe!
- 2) **ALWAYS** have your card with you. You **will not** be permitted to enter or exit without it!
- 3) Parking passes are **GARAGE SPECIFIC**, ONLY numbers 3000 - 6999 can be used to access the garage on Robert S. Kerr and Dean A. McGee.
- 4) **DO NOT** use or let someone else use your card for entry or exit. You will be required to pay for a lost ticket if you do. Parking cards allow **one entry and one exit in a row**.
- 5) You **MUST** have a vehicle at the entry/exit in order to raise the barrier. You **CANNOT** walk up to a lane and open it without a car present.
- 6) **Always** hold card to the scanner at entrance and exit, **EVEN IF** the gate is up, so your card registers and you can get in/out the next time.
- 7) **Do not leave card on your dash**. Exposure to direct sunlight for long periods will damage it. Replacements are \$20.
- 8) **Do not bend card**. This will damage it. Replacements are \$20.

**If you have issues, PRESS INTERCOM BUTTON**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Bill To OKLAHOMA COUNTY COMMISSIONERS 320 ROBERT S KERR ROOM 101 OKLAHOMA CITY, OK 73102	Requisition 12700548-00 FY 2027  Acct No: UNDEFINED ACCOUNT. Review: Buyer: 6065cmjescla Status: Created
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Vendor METRO PARKING GARAGE 321 ROBERT S KERR AVE  OKLAHOMA CITY, OK 73102	Ship To OKLAHOMA COUNTY COMMISSIONERS 320 ROBERT S KERR ROOM 101 OKLAHOMA CITY, OK 73102
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Deliver To  
 OKLAHOMA COUNTY COMMISSIONERS  
 320 ROBERT S KERR  
 ROOM 101  
 OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
06/22/26	000108				General Government

LN Description / Account	Qty	Unit Price	Net Price
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General Notes

Board of County Commissioners of Oklahoma and the Public Buildings Authority for 55 parking spaces to include 28 parking spaces at Metro Parking Garage I and 27 parking spaces at Metro Parking Garage II in accordance with the Memorandum of Understanding between the Board of County Commissioners of Oklahoma County, Oklahoma and District Court of the Seventh Judicial District. This contract shall commence on July 1, 2026, and end on June 30, 2027. The total amount of the contracts shall not exceed Sixty Thousand Sixty dollars and No Cents (\$60,060.00.) Requisition # 12700547 was created for Metro Parking Garage I in the amount of Thirty Thousand Five Hundred Seventy-Six dollars and No Cents (\$30,576.00). Requisition #12700548 was created for Metro Parking Garage II in the amount of amount of Twenty-Nine Thousand Four Hundred Eighty-Four dollars and No Cents (\$29,484.00). JAC

001 District Court FY27 MOU - 55 parking spaces to include 28 parking spaces at Metro Parking Garage I and 27 parking spaces at Metro Parking Garage II in accordance with the Memorandum of Understanding between thee Board of County Commissioners of Oklahoma County, Oklahoma and District Court of the Seventh Judicial District. Contract Approved at BOCC 6/24/2027 - JAC	29484.00	1.00000	29484.00
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[Requisition Link](#)

Requisition Total 29484.00

\*\*\*\*\* General Ledger Summary Section \*\*\*\*\*

Account	Amount Remaining Budget
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