

FROM: Laurel Park Place Office Center Management

SUBJECT: Overnight Parking

Please be reminded of the following parking related issue:

Should an employee find it absolutely necessary for a personal vehicle to be left on Laurel Park Place Office Center premises overnight, the employee **must** contact Security at the Security desk (located across from the Phoenix Theatres in the Office Building lobby) at (734) **953-1077**. A complete description of the vehicle, including license number, employee's name, telephone number, name of the company/store employee works for, and the reason for leaving the vehicle must be given.

Please be reminded that long term parking will not be allowed.

For your information, Security monitors vehicles left on Laurel Park Place Office Center property each night. If Security does not have specific information on a vehicle, they will post a notice on it. Within 48 hours, if the vehicle has not been removed and no specific information has been provided, it is believed to be abandoned and the vehicle will be scheduled for towing, at the owner's expense. Remember, it is the vehicle owner's responsibility to be certain that Security has the necessary information to assure that a vehicle is not towed. A note left on the car will not guarantee that the information is recorded.

You should also be reminded that Laurel Park Place Office Center assumes **no responsibility for vehicles left on the property**. Registering your vehicle with Security only assures you that it will not be towed. All other liability is the responsibility of the owner.

Thank you for your cooperation in this matter.