



## **BERGEN COUNTY HOUSING, HEALTH AND HUMAN SERVICES CENTER**

120 SOUTH RIVER STREET  
HACKENSACK, NJ 07601-6908  
(201) 336-6475  
Fax: (201) 488-9298  
TDD: (201) 343-2185

---

**JULIA M. ORLANDO, CRC, ED.M, MA**  
DIRECTOR

Effective Date: 2/17/2011  
Revision Date: 8/7/2012  
Revision No.: 1  
Date: 2/17/2011

### **POLICY FOR GUEST PARKING**

All guests requesting to park their vehicles at the Center must complete a parking registration form which is available in the Next Step Program. Parking requests by guests will be considered on a case by case basis as the availability of parking spaces for guests is limited.

Vehicles parked at the Center must have a current insurance card with a valid inspection sticker and registration card in accordance with the requirements of the State of NJ DMV. The guest applying for the pass must be able to prove that the car is owned, leased or rented by them. Vehicles must be in working order at all times and vehicles may not remain in the same space for more than 48 hours. Please park first row to the left upon entering parking lot farthest from entrance.

Vehicles should only be used for transportation. Vehicles are not to be used as storage facility on Center property. At no time, is anyone else permitted to drive your vehicle on the Center premises including the parking lot.

No vehicle maintenance or repairs are permitted to be done on Center property without permission. Vehicles must be parked in designated areas as directed by Center Management and / or by BC Police and BC Security.

Center Management reserves the right to revoke any guest's parking privilege with or without cause. Guests who stay at the Center that are discharged for any reason must immediately remove their vehicle from the Center parking lot and must return their parking decal. A discharged guest may not lend their vehicle to another guest at the Center if it will be driven/parked on the premises.

Guests who violate this policy are subject to having their parking privileges revoked and / or vehicle ticketed and / or vehicle towed at their own expense.