



Revised 10-2-2024

## RSA Security & Access Control

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### Access Card and Parking Deck Regulations

Terms of Service for utilizing RSA access control systems and parking decks

#### Access Systems

RSA uses an advanced electronic access control and surveillance system in its buildings and parking decks. Using the system is an agreement to abide by the rules set forth in this document. All devices and access methods for this system are issued and maintained by RSA Security & Access Control. Any issued card, pin code, or electronic credential is issued to an individual person or tenant and should not be used outside of its intended purpose. Access cards issued to individuals will have the cardholder's image and name visible on the card. If a parking card stops working due to regular wear and tear or becomes obsolete due to system upgrades, RSA will replace the card at no expense to the cardholder or tenant. Damaged or lost/stolen cards can be replaced at a cost of \$28 via check/money order made payable to **RSA Building Expense Fund**. If a tenant employee is terminated or resigns, it is the tenant's responsibility to have the card returned to Security & Access Control. **Tenants will be billed for unrecovered access cards.**

#### Parking Deck Regulations

RSA will make every reasonable effort to provide a safe and clean parking deck for our guests, tenants, and their clients. Parking in this facility is at the risk of the individual using the facility. RSA will not be responsible for the damage to any property or injury to any person using the facility.

Vehicles that park in the deck must be registered with Security & Access Control. We will need the make, model, color and license plate information for each car a cardholder may park in the deck. This information is used to contact the cardholder in the event of a violation of these terms or for emergency (Vehicle left running, door or trunk ajar, accident, etc.) Vehicle changes or additions should be reported to your tenant contact to ensure prompt updates and accurate information.

#### Parking Violations

RSA reserves all right to deny parking to any person or vehicle that violates safety rules and or endangers life or property or affects public health. RSA further reserves the right to address any issue not specifically detailed that it feels is in the best interest of the other users and for the protection of its property. Actions considered violations include but are not limited to the list below.

- |  |                                      |   |
|--|--------------------------------------|---|
| • No items may be towed into the deck. This includes boats, trailers of any kind, and other vehicles | • Double parking                     | • Tampering with access control system        |
| • Sharing or lending parking access  | • Parking in reserved space          | • Poorly maintained vehicles (leaking fluids) |
| • Badging in personal or tenant guests   | • Backing into parking space         | • Overnight parking                           |
|  | • Blocking traffic or other vehicles | • Unregistered vehicles                       |
|  | • Vandalizing RSA property           |   |
- Initial agreeing to these regulations*
- >Initials | \_\_\_\_\_ |

Parking violations in RSA decks will result in a written warning, a boot placed on the vehicle (removal cost \$50.00) or suspension of parking privileges.



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## Cardholder Agreement & Vehicle Registration

Cardholder Full Name (Printed)		Effective Start	Effective End
Office Phone	Mobile Phone	DL Number	State Issued
@			
Cardholder Email Address		Tenant / Agency	
Tenant/Supervisor Contact	Contact Phone	Contact Email	@

### Parking Assignments

<input type="radio"/> ACC Assigned	<input type="radio"/> ACC Deck	Capital Deck	HQ Deck	Post Assigned	Tower Deck
Tower Assigned	Dexter Executive	Dexter Monroe	Plaza Deck	Plaza Assigned	Union Deck
<input type="radio"/> Union Assigned					Assigned #

<input type="radio"/> Centennial Hill Deck	<input type="radio"/> Centennial Hill Assigned	<input type="radio"/> CJC Deck	<input type="radio"/> CJC Lot
<input type="radio"/> CJC Executive			Assigned #

### Badge/Tag (RSA Use Only)

Badge	Hex

Hang Tag (Mobile)

### Vehicle Make/Model/Color (List all)


### Handicap Information (If Needed)

<input type="radio"/> License Plate	#
<input type="radio"/> Placard	#

A copy of the handicap registration form in the cardholder's name must be attached

### License Plate/Issuing State


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