

SCOOTER PARKING WAIVER & RULES

The rear racks adjacent to the Dock entrance are for scooters and bicycles and are only authorized for use by tenants of 540 W Madison. All bicycles and scooters that park at these racks must be registered with Building Management. To register, please submit the information below to the Management Office. Management will contact the registrant on an annual basis to submit an updated registration form. Without this form scooter parking is not authorized on the property and your “vehicle” is subject to removal and/or towing.

No “vehicles” are allowed to block the sidewalks of the building, paths of egress, or the Dock’s vehicle roadway. “Vehicles” must be stationed against a rack. No “vehicles” should be stationed adjacent to the building, dog park, garden or near the Dock entrance. Scooters above 200cc in engine size are not allowed. Vehicles classified as Motorcycles are not allowed to park at the racks.

Parking at the racks is on a *first-come, first-served* basis and is subject to cancellation at any time. If there is no space available upon your arrival, you must make alternate parking arrangements off property. The building reserves the right to contest anyone for a Waiver on file when attempting to park a “vehicle” at the racks. It is recommended that any property left at the racks be locked and secured.

Your signature below indicates your agreement that 540 W. Madison’s Building Management and its contractual partners are not liable for the well-being and security of your property while located at the racks.

If you have any questions, please contact the Building Management Office at 312-374-2800.

Personal Information	Scooter Information
Print Name:	Make:
Company:	Model:
Phone Number/Email Address:	Color:
Access Card Number:	License Plate Number:
Signature:	Date:

Please drop off completed forms at the Dock Security Identification Office, Lobby Mezzanine Security Desk or you can email a scanned copy 540madison@540wmad.com