



### SCOOTER/VESPA PARKING

Please be advised that parking is for tenants of 540 W Madison only. All vehicles, bicycles, scooters and Vespas that park on the premises must be registered with Building Management. To register, please submit the information below to the Management Office. Management will then contact the registrant on an annual basis to submit an updated registration form.

At no time can any of these means of transportation block sidewalks of the building, or paths of egress. All means of transportation must be stationed against a rack. No vehicles should be stationed adjacent to the building near the dock entrance.

Scooter parking is on a first come, first serve basis. If there is no capacity available upon arrival, please make alternate parking arrangements.

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

Personal Information	Bicycle Information
Print Name:	Make:
Company:	Model:
Phone Number/Email Address:	Color:
Keycard Number:	Serial Number:
Signature:	Date:

Please drop off completed forms at the Mezzanine Desk or email to [540westmadisonsecurity@securitasinc.com](mailto:540westmadisonsecurity@securitasinc.com).