

The following guidelines are provided to ensure there is a common understanding how County-issued parking permits should be displayed, used, and secured:

- 1) Parking permits are issued by the County to a specific individual who is authorized parking privileges.
- 2) Permits are issued for parking of one vehicle and are not to be used to “shuttle” multiple vehicles in and out of the parking area.
- 3) Copying or reproducing images of County-issued parking permits is not authorized.
- 4) County-issued Parking permits are not to be given away, shared, or used by others.
- 5) If assigned parking is no longer required by the specific individual, then the permit should be returned to Rockville Core Parking for reassignment.
- 6) The County-issued parking permit should be hung, and remain displayed during the permit period, on the rear view mirror.
- 7) Periodic audits of County-issued parking permits will be conducted, requiring parkers to show their County ID Badge and present the permit for inspection.
- 8) Only the current monthly, or quarterly, County-issued permit should be displayed on the rear view mirror. Do not display expired permits from previous months/quarters.
- 9) Do not laminate or put County-issued parking permits in pouches or holders unless it is a County-issued vehicle hangtag holder. If replacement is needed, email RockvilleCoreParking@montgomerycountymd.gov
- 10) County-issued permits are County property. Individuals with County-issued permits are expected to exercise reasonable judgment in safeguarding this property (i.e. keep doors and windows locked).
- 11) Requests for a replacement permit must be made in writing (email is fine) to Rockville Core Parking explaining the circumstances of the loss of a County-issued permit.