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M E M O

Date: August 31, 2010

To: All Building Personnel

Re: **Visitor Parking Validation Program**

We are pleased to announce that in negotiation with InTown Parking, Inc., The Federal Center is effective September 1, 2010 will offer visitors to the building discounted parking rates at InTown Parking, Inc's operated lots.

The InTown Inc. parking lots are located at:

Lot 1: 357 Westminster Street (across from Federal Center between Snow and Aborn Streets).

Lot 2: 80 Snow Street at Grace Church

Lot 3: Chapel Street (Behind the Federal Center) at corner of Empire and Weybosset.

Valet service is offered by the parking attendant, if so required, the operator will utilize Lot #4 for any vehicle overflow that may be required.

Discounts are offered Monday through Friday 8:00 a.m. until 4:00 p.m. as follows:

- \$2.00 off of their normally posted rates (up to 2 hours)
- The daily maximum rate for any visitor will not exceed \$9.00 per day for parking up until 4:00 pm.

Signage will be posted to direct visitors to these lots when visiting the Federal Center.

Each Agency will be issued a parking validation stamp today by building management, as visitors come to the building, if they have parked at an In-Town lot (see attached map for locations), Agencies utilizing the issued stamp will be able to offer their visitor and guests the ability to achieve the discounted rates.

We hope in these economic times that this program will provide some relief to building visitors.

Stay Tuned! We are also working with In-Town Parking to negotiate the best parking rates available at these lots for building employees who wish to obtain a monthly parking passes.