



## HOUSTON PAVILIONS PARKING GARAGE STCL STUDENT PARKER GUIDELINES

Welcome to Houston Pavilions Parking Garage. Central Parking Systems operates the Houston Pavilions garage which is located at 1301 Main Street, with entrances at the corner of Fannin Street and Clay Street.

### **STCL Student Parking on Level 7 and 8 ONLY**

Parking for STCL Students is on Level 7 and Level 8. If STCL Students do not park on Level 7 or 8, Central Parking System may cancel individual student accounts or restrict the number of STCL Student parkers granted monthly parking at the garage.

### **How to sign up for STCL Student Parking with the “\$50.00 Houston Pavilions Insider” Rate!**

1. Go to <http://houstonpavilions.e-b-i.com/STCLParkingOfferSignUp.php> and complete the application. Print out the application confirmation.
2. Go to <http://www.parking.com>
3. Click the “Locations” tab on the upper toolbar of the home page.
4. Enter the garage address (1301 Main Street, Houston, TX 77002) and click “Find or Enter”
5. Click on the #1 result of 1301 Main and a bubble should appear
6. Click “Reserve”.
7. Please fill in your own name and personal mailing address. On the “Address 2” line enter “STCL student”. This will ensure you receive the student rate. You should also use your STCL email address.
8. Once the application is completed, an email confirmation will be sent to you within 24 hours.
9. The automated email confirmation will state your STCL rate of \$50.00.
10. **Please go to the Houston Pavilions Garage Office (located on Level 1 of the garage, next to the elevators) during office hours to retrieve your parking card. Please bring the following with you:**
  - a. **Payment confirmation printout from Central Parking System**
  - b. **Sign up confirmation printout from the Houston Pavilions Insider**
  - c. **STCL Student ID or schedule with driver's license**
  - d. **Your vehicle (parked in the garage)**
11. The garage manager will place an “STCL HP Insider” decal on the lower left rear window. **\*\*You will now qualify for the HP Insider rate of \$50.00!!! Your account will be credited accordingly!\*\*\***
12. Garage Office hours are 8a.m. to 6p.m. Monday through Friday



13. You can contact Central Parking either by email or phone:

- i. askcpshouston@parking.com
- ii. 713-757-1276 or 713-252-2597

### **Good Things to Know**

1. All garage entry and exit points are open 6am to 1am. After hours access is permitted for monthly parkers, but is controlled through specific entry/exit points. After hours, the contract entrance on Clay St. opens by access card. The contract exit on Polk St. opens by pulling your vehicle to the roll gate.
2. Maximum speed in the garage is 5 MPH.
3. Parking along walls or in Fire Zones is prohibited.
4. Parking in a reserved Handicap space is prohibited without proper identification displayed in vehicle.
5. Overhead clearance in the garage is 6'8".
6. This is a "Park At Your Own Risk" facility. We will not be responsible for loss of property or damage to a vehicle while parked in the garage.
7. Houston Pavilions garage is a fully automated garage

### **Navigating the Garage**

1. The garage is located at 1301 Main Street and encompasses one city block bounded by Fannin, Polk, Main and Clay Streets.
2. Garage entrances are located on Fannin St. and Clay St.
3. There are two entrance gates on the "up" ramp to all upper levels. Each lane has an access card reader.
4. The garage exits on to Polk St and Fannin St.
5. Each of the three exit lanes has access card readers. The right hand lane is a dedicated monthly contract lane, but if you are a monthly parker, you can use all three lanes to exit.
6. Level 3 of the garage is connected by the sky bridge to Level 2 of the Houston Pavilions and will give you direct access to NRG's main entry.
7. Stairwells are located at each of the 4 corners of the garage.
8. Elevators are located at the Main and Polk Street corners of the garage.
9. The garage has dedicated "up" and "down" ramps.
10. Visitors and guests can pay for parking on convenient "pay-on-foot" machines located on the Level 1 at the corner of Fannin and Polk Street, and Level 3 at the entry to the Sky Bridge.

### **Entry and Exit Procedures**

1. Place your access card in front of the card reader that is located at every entrance and exit of the garage. The light will flash when the card is read and the gate will open. DO NOT BACK UP. If you back up and the gate comes down, it will not allow you to use your card again.
2. You must use your access card every time you enter or exit the facility. Failure to do so will cause your card to not allow you to enter or exit. If the entrance/exit gate is in the "up" position, you must still scan your card through the card reader so that the system knows that you are "in" or "out" of the facility.
3. Each access card is assigned individually. You are not permitted to "pass" the card to someone else to enter or exit the facility.



**Problems when entering or leaving the garage? Use the “Press for Assistance” button.**

1. Each entry and exit station has a “help” button which connects to the Central Parking System employee on duty who can take care of your immediate needs.
2. Press the button **ONLY ONCE**. You will hear a dial tone. The button connects to a phone line and pressing the button a second time or repeatedly will “hang up” your call.

**Forgot your access card? Pull a Ticket**

1. If you forget your parking card you must pull a ticket. Do not report your missing card via intercom.
2. If you pull a ticket you must receive a validation by contacting the parking garage. Garage management is available Monday through Friday 9am am to 6pm, Saturdays from 2pm to midnight and Sundays 10am to 6pm. The parking garage management office is located on site on the first floor opposite the elevator banks on Main Street.

**Hide it, Lock it, or Lose it!**

Please be aware of the city-wide campaign to stop car break-ins. Never leave any valuables in your car which are in plain sight. If you see anything or anyone suspicious, always call security immediately at 832-320-1240.

**Central Parking System Contact Information**

Garage office hours are 8am – 6pm Monday through Friday. You may reach us by email, [askcpshouston@parking.com](mailto:askcpshouston@parking.com) or by phone 713-757-1276 or 713-206-2075.

**Houston Pavilions Security Contact Information** (available 24 Hours) 832-320-1240.