



Traverse City Parking Services
303 East State Street
Traverse City, Michigan 49684
Phone: (231) 922-0241
parking@downtowntc.com

Larry C. Hardy Parking Garage

*Garage Hours of Operation:
Mon. – Sat. 7am – Midnight
Sundays 7am – As Posted

*Garage is fully automated for use 24/7. Hours listed above represent normal garage hours where a clerk is available for assistance.

Proximity Card Information

Your proximity card allows you 24 hour access. During normal garage hours, you may enter from Front St. or State St. When you enter, you must hold your card as close as possible to the card reader. (The card reader is the gray box with the green or red light at each entry and exit.) You must park on the ramp to level 2 or higher. You will then need to swipe your card again at the gate leading up to the second level of parking. When you leave, you will swipe your card again at the gated area and again at either the Front St. or State St. exit. Please be sure to come to a complete stop each time you scan your proximity card.

1. **YOU MAY NOT PARK IN BLUE & WHITE RESERVED SPACES.** If you do, you are subject to being ticketed or towed at owner's expense.
2. All Traffic must travel in a clockwise direction going up and coming down.
3. **If you a pull a ticket to enter, you must exit with the ticket and pay the hourly rate.**
4. All proximity cards are on a sequence. This means that you must swipe when you enter the garage, at the entry to the "permit area" (the gated area going up to the second level), at the exit of the "permit area" and either the State St. or Front St. exit. If you park on the first level, your card will lock itself out, meaning you will be unable to leave the garage without paying the hourly rate at the cashiers exit during regular garage hours. The hourly fee is calculated from opening time to time of exit. If your card is out of sequence due to parking on the first level outside of the regular garage hours, you will need to use the automated pay-in-lane by pressing the "Lost Ticket" button and paying the fee.
5. **Remember:** Proximity cards work on a sequence. You **must** swipe your card, even if the gates are up. When the gates are up your card still needs to register each swipe for the sequence. If you fail to swipe at one of the gated areas your card will be locked. Sequence: (1) Building entry, (2) permit area entry, (3) permit area exit, and (4) building exit. If you have missed a swipe and are out of sequence, intercoms are available at each station to reach our office. Do not pull a ticket or you will be required to pay for the ticket pulled.
6. After normal garage hours, all entry and exit lanes are closed with metal grille gates (overhead doors). You can only enter from Front St. and exit on State St. When swiped after hours, the card will raise both the gate and the grille.
7. After normal garage hours, all doors will be locked. However, your proximity card will allow you to gain access into the building. Card readers are located at the NE Tower Pedestrian Door on Front St and the SW Tower Pedestrian Door on State St. If you need access to the garage after normal garage hours, please remember to keep your proximity card with you and not in your vehicle. If you do forget your card and are locked out of the facility, emergency phone numbers are posted at all pedestrian doors or you can call Central Dispatch (231) 922-2550.