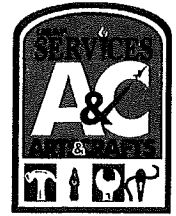


Arts & Crafts Center- Auto Shop



# Vehicle Permit

Place Prominently in Window

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**Assigned Space Number    Make / Model / Color of Vehicle**

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Additional Information from Seller about the vehicle

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**Seller Contact Information-** Contact the Seller directly for more information about this vehicle.

Date Vehicle Registered on Lot \_\_\_\_\_

Persons interested in selling a vehicle on this Resale Lot **MUST** Register with the Arts & Crafts Center – Auto Shop (or Front Desk) **PRIOR** to parking in lot. Unregistered vehicles will be towed at Owner’s Expense. –53490 Wichita Street, Building 424 / 316-759-3809 or 4084.

# **AUTO-CHARGE AUTHORIZATION**

## **Credit Card Information for Arts & Crafts Auto Resale Lot**

Today's Date \_\_\_\_\_

Name as it Appears on Card \_\_\_\_\_

Card Number (Print Clearly) \_\_\_\_\_

Expiration Date \_\_\_\_\_

V-Code (3 digit on back of card) \_\_\_\_\_

Zip Code of Card (Billing Address) \_\_\_\_\_

I give permission for the Arts & Crafts Center to use the information above to charge my card for payment due. I understand and agree to all terms set forth in the "Disclaimer and Acknowledgement Statement" and have initialed each section to show my understanding.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The purpose of this document is to gather information for charges relating to payment of the Arts & Crafts Center - Auto Shop Vehicle Resale Lot. Disclosure of this information is voluntary, and will be used for the sole purpose of payment for fees due relating to the Vehicle Resale Lot. Release of this information is prohibited for any purpose other than those outlined above. This information is subject to the Privacy Act of 1974 and will be protected accordingly.

Privacy Act - 1974 as amended applies. This memo may contain information that must be protected IAW DOD 5400.11R, and it is For Official Use Only (FOUO)

7. All patrons utilizing the lot will have at a minimum, liability insurance coverage to provide financial protection in the event of damage or loss. \_\_\_\_\_

8. I understand that my vehicle may only be parked in the numbered space assigned to me and no other vehicle other than the one describe above as registered may be placed in this space. Also, this space will not be used to park or place extra items. Only the registered vehicle may be in the space. \_\_\_\_\_

9. The sell/purchase transaction is between the owner and prospective buyer. The A&C will not broker any deals. It is the owner who is registered with A&C's responsibility to notify of vehicle removal so that payment stops. \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of A&C Rep

\_\_\_\_\_  
Space #

\_\_\_\_\_  
Register Date

## DISCLAIMER AND ACKNOWLEDGEMENT STATEMENT

Before any vehicle is allowed on the lot, patrons will read and initial all of the following statements to ensure that they comply with standards.

INITIALS

1. Only vehicle owners that are active duty military, retired military, reserve components, national guard, civilian personnel or other authorized personnel assigned to McConnell AFB may utilize the Auto Resale Lot.

\_\_\_\_\_

2. User fees are administrative fees and are not assessed to provide protection of the vehicle. Although the lot will be routinely patrolled by Security Forces, the Air Force does not assume unconditional responsibility for any vehicle on the Auto Resale Lot.

\_\_\_\_\_

3. The monthly fee is \$25.00 and will be paid BEFORE the vehicle is moved to the lot. Payments can be made at the Arts & Crafts Center Auto shop (and at the front desk on days that Auto is closed.)

\_\_\_\_\_

4. Auto Resale Lot spaces are issued on a monthly basis. Any vehicle that is registered to go on the lot before the 15<sup>th</sup> of the month will be charged for the entire month at the \$25.00 rate. Vehicles registered after the 15<sup>th</sup> of the month will be charged ½ the normal fee (\$12.50) *regardless of the amount of days are left in the month.* The normal fee of \$25.00 will be charged at the beginning of the new month.

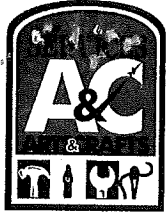
\_\_\_\_\_

5. An "Auto-Charge Authorization" form will be signed with the required information completely filled out. On the first business day of each month, the card will be charged unless the patron comes in to notify of removal. It is the patron's responsibility to notify The A&C Auto shop or front desk if credit card information changes/expires. The A&C will make every attempt to contact the patron for new CC info. If no contact is made, the vehicle is subject to towing at owner's expense.

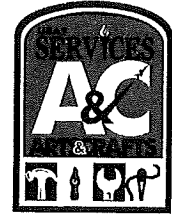
\_\_\_\_\_

6. It is the patron's responsibility to keep the vehicle secured/locked. The Air Force or Air Force personnel will not be responsible for any damage, vandalism or theft of contents to the vehicle.

\_\_\_\_\_



Arts & Crafts Center- Auto Shop



## Vehicle Resale Lot Policy

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Name / Grade \_\_\_\_\_

Name of Spouse \_\_\_\_\_

Status (AD, Ret, Civ, Etc.) \_\_\_\_\_

Home Address \_\_\_\_\_

Assigned Unit (If Applicable) \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Duty Phone \_\_\_\_\_

EMAIL \_\_\_\_\_

Type/Year of Vehicle/Color \_\_\_\_\_

License Plate # and State \_\_\_\_\_

Space # Issued (A&C) \_\_\_\_\_

The Arts & Crafts Center (A&C) Auto Resale Lot is located on the Northwest corner of Parsons & Lawrence as a shared lot with the Outdoor Pool. The Resale portion of the lot is striped in yellow and has number spaces.

The purpose is to provide an area to display vehicles for sell in the interest of providing base personnel an opportunity to sale or purchase needed transportation.

The lot is NOT meant to be used as a storage facility. Vehicles MUST be listed for sale at a reasonable dollar amount. Vehicles will be allowed to remain on the lot for a total of 2 full months. After the second month— owners are required to remove the vehicle and notify A&C. Vehicles that do not comply will be towed after a 14 day grace period.

Vehicles will be properly registered prior to parking on the lot. As part of the registration, a special parking permit will be issued and must be clearly and prominently posted in the window of the vehicle. Owners must provide title or registration as proof of ownership.

**The vehicle must be operational, have fully inflated tires, and be free of leaks or drips.**