

# The POINTE RESIDENTS

Each resident of The Pointe is eligible for a bus pass allowing unlimited use of CATABUS N, NV, V & VE Route service. Please read these instructions for obtaining a pass.

If you already have a current Pointe pass from last year, you may use that pass until it expires on August 31, 2010; beginning September 1, 2010, **only** your new pass will be accepted for bus service and you will be required to pay the fare of \$1.50 without it. Please note that your apartment lease or Apartment Pass Authorization form will not be accepted for bus service at any time.

## BUS PASSES:

### ON-SITE DISTRIBUTION: SATURDAY, AUGUST 21, 2010

Permanent passes for the new year will not be available until Saturday, August 21<sup>st</sup>, when CATA staff will be at the Pointe from 8 a.m. until 6 p.m. to issue passes. Allow about 20 minutes to receive your pass, but the time actually required depends on how many people are waiting. **Pass distribution will stop promptly at 6:00 p.m.**, so please be in line early enough to allow sufficient time to process your pass.

#### To receive your pass on that day, you must bring:

- One form of photo ID (driver's license, PSU ID, etc.)
- Your bus pass from last year, if you have one, to be turned in when you obtain your new pass.

CATA will verify your residency using a list from your rental office. If you are not on the list, you will be asked to return to the rental office to obtain an Apartment Pass Authorization Form.

**Returning tenants:** We have pre-printed new passes for tenants who are renewing their leases and who obtained a bus pass last year. Those passes may be picked up at your rental office before Saturday, August 21<sup>st</sup>. If you do not obtain your pre-printed pass before August 21<sup>st</sup>, you can pick it up from CATA staff during move-in on that date, between 8:00 a.m. and 6:00 p.m. or after move-in at our downtown office, following the instructions for "off-site distribution" below.

### OFF-SITE DISTRIBUTION AFTER SATURDAY, AUGUST 21<sup>st</sup>, 2010

If you do not obtain your pass on-site, you may pick up your pass on or after Monday, August 23<sup>rd</sup> at one of CATA's offices. (Note: Pre-printed passes for returning tenants who do not pick up a pass at the rental office or from CATA staff by Saturday, August 21<sup>st</sup> will only be available at the downtown office.) Both addresses are listed below. **Passes for the new year will not be available at these offices before that date.** Usually, there is a much shorter wait at the main office. **You must bring:**

- One form of photo ID (driver's license, PSU ID, etc.)
- **Both the white and yellow copies** of a completed Apartment Pass Authorization Form, signed by your rental office.
- Your bus pass from last year, if you have one, to be turned in when you obtain your new pass.

**If you do not have identification, or both the white and yellow copies of the Authorization form, or Authorization forms properly signed by your rental office, we cannot issue your pass, so please make sure you have these items with you.**

Please try to pick up a new pass before Wednesday, September 1<sup>st</sup>, when any passes from the previous year expire, to avoid paying for bus service.

Main Office (located in Cato Park)  
2081 West Whitehall Road, State College  
Passes issued 8:00 a.m. - 4:30 p.m., Monday - Friday  
814-238-2282

Downtown Office (located in Schlow Library)  
108 E. Beaver Avenue, State College  
Passes issued 9:00 a.m. - 4:30 p.m., Monday - Friday  
814-238-2282 x 450

## **BUS PASS DATES for THE POINTE**

**Beginning now:** Pre-printed bus passes for returning tenants who obtained a Pointe bus pass last year available at The Pointe rental office.

### **Saturday, August 21:**

Passes for the new year available at The Pointe from 8 a.m. to 6 p.m.

Please bring with you:

Photo ID

Bus pass from last year, if you have one

### **Monday, August 23:**

First day passes available at CATA's downtown or main office; pre-printed passes for returning tenants which were not picked up by Saturday, August 21<sup>st</sup> at downtown office only).

Please bring with you:

Photo ID

Bus pass from last year, if you have one

White + yellow copies of completed Authorization form from rental office

### **Tuesday, August 31:**

Last day that previous year's passes are valid.

### **Wednesday, September 1:**

Only new passes now valid.

### **Please note:**

For the best picture, we have found that wearing a bright color (yellow, turquoise, pink, red, etc.) gives much better results than white or other light colors.

To replace a lost or stolen pass, please obtain a new Authorization form from your rental office and bring it to CATA. You will need to pay a replacement fee of \$25 at the CATA office.

Your bus pass cannot be used by anyone else. It will be confiscated if someone else uses it. In such cases, CATA is not required to replace your pass and reserves the right to pursue legal remedies. If your pass is replaced, the replacement fee of \$25 will apply.