



**CITY OF URBANA
AGREEMENT FOR THE RESERVED USE OF METER PARKING**

RENTER'S NAME: _____ FAX #: _____

BUSINESS NAME: _____ FAX DATE: _____

BILLING ADDRESS: _____ PHONE #: _____

CITY, STATE, ZIP: _____ BY: () PHONE () PERSON

METER #/LOCATION: _____

The cost of renting a meter bag is \$17.00 per meter per day. If two meter heads are on one post, both meters must be bagged and paid for. Requests received with less than 24 hours notice will cost \$22.00 per meter for the first day and \$17.00 per meter per day for each additional day. Meter(s) bagged specifically for a Sunday will be charged for a Saturday. If changes need to be made to the agreement, it is the Renter's responsibility to provide the City of Urbana with 24-hour notice by phoning the Urbana Parking Meter Maintenance Division at 217-384-2314 or the Urbana Finance Department at 217-384-2345. If a full 24-hour notice is not given, the Renter may be responsible for an additional day's charge. Further, if construction is involved with the meter reservation request that will require temporary removal of the meter post(s), the post(s) can be removed **after** Urbana Public Works Department has removed the meter head(s). The reservation fee will be charged until the meter post(s) is/are replaced to the prescribed standards of the Urbana Public Works Department. This agreement shall be in effect until either party notifies the other in writing that the agreement is changed/cancelled. The City reserves the right to terminate the agreement at any time.

I request the meter(s) at the listed locations above be "bagged" as reserved for my use during the term of this agreement. I agree to pay for the use of _____ space(s) at the rate of \$17.00 per day per space, exclusive of Sundays, for each day during the period of this agreement. I have read this agreement and will comply with the terms stated herein.

Signature of Renter

Date

Finance Department

Absence of signature on this form does not void this agreement. All meters bagged are considered reserved and fees are valid as of the date of the reserved meters.

INITIAL TERMS

From 7:00 a.m. _____ through 6:00 p.m. _____ = _____ days.

_____ spaces X _____ days X \$17.00 = \$ _____

DATE PAID: _____ AMOUNT PAID: _____

ADDITIONAL TERMS

From 7:00 a.m. _____ through 6:00 p.m. _____ = _____ days.

_____ spaces X _____ days X \$17.00 = \$ _____

DATE PAID: _____ AMOUNT PAID: _____

CITY OF URBANA PUBLIC WORKS DEPARTMENT
Request Approved Meter(s) Bagged

Public Works Employee

Date Work Performed

Urbana Parking Meter Office – Phone: (217) 384-2314 - Fax: (217) 384-2304