



CITY OF URBANA PARKING FACILITIES POLICY

PURPOSE

This policy provides general guidelines and rules for customers utilizing City of Urbana parking facilities.

MISSION

The mission of the Parking Facilities Division is to provide readily available, cost effective and convenient on-street and off-street parking opportunities for workers, visitors and Urbana residents. A main goal is to promote economic development in downtown Urbana by providing easy and accessible parking for all patrons of that area.

RENTAL POLICIES

Term: The term of parking rental leases is based on calendar year quarters. Quarterly leases automatically renew each succeeding quarter unless either party notifies the other in writing before the expiration of the then current quarter or unless the City terminates the lease earlier under the provisions of this policy.

Fees: (a) Rental fees are calculated on a quarterly basis and due in advance before the 1st day of each and every calendar quarter (Jan. 1, Apr. 1, Jul. 1, Oct. 1). Rental fees not paid by the due date are subject to a \$15.00 late charge. If the quarterly fee and late charge are not paid by 5:00 PM on the 5th day of the quarter, the lease shall be forfeited effective immediately without further notice to the Lessee and the space will be made available for rent to another party.

(b) A \$15.00 reactivation charge will be added when the lessee cancels the lease agreement and request to have it reactivated within the same quarter.

(c) The City reserves the right to increase or decrease the monthly fees upon permit renewal or upon written notice to renters (15) days in advance of said change.

(d) There is a onetime activation fee in the amount of \$7.00 for all garage proximity entry cards.

(e) The replacement fee for all lost or stolen proximity entry cards is \$10.00.

(f) The replacement fee for all lost or stolen hangtag permits is \$5.00.

(g) A \$5.00 refund will be issued for returning a functioning proximity entry card.

(h) Unreserved upper level permit holders may purchase 1-day temporary lower level permits in advance through the Finance Department for \$5.00 each.

Billing: Rental notices are mailed two weeks prior to the onset of the next quarter to the address provided by the lessee. Lessee is responsible for advising the City of any address change. Failure to receive this courtesy notice shall not relieve lessee from liability to make rental payments on time.

Cancellation: The lease is deemed in effect until cancelled by either the lessee or the City. Lessee is responsible for payment of the rental until and through the date the lessee notifies the City of cancellation or pending cancellation. Lessee is responsible for turning in hangtag permit(s) to the Finance Department upon cancellation of rental(s) during the current quarter, prior to refund being issued.

Permit Display:

Surface lot renters are assigned a specific space number and are issued hangtag permits to display inside the vehicle. Hangtag permits can be used in different vehicles.

Garage renters:

- Renters receive a proximity entry card for gate access, a hangtag permit to display inside the vehicle and a sticker that is affixed to the lower driver's side corner of the windshield. The proximity entry card and hangtag permit can be used in a different vehicle, as long as the vehicle displays a sticker.
- The hangtag permit and sticker must be visible to City employees and security personnel at all times, while the vehicle is inside the facility.
- Proximity entry cards, hangtag permits and stickers must **all** be present in the vehicle to exit the parking deck without paying the applicable hourly rate.
- If a proximity entry card is not present in the vehicle when exiting, each rental space is allowed two free "courtesy card" exits per year (July – June). Present a courtesy card to the attendant when exiting. Exits without a proximity card or a courtesy card will require payment of the applicable hourly rate. The charge for a lost ticket is the maximum daily rate of \$5.00.
- Unreserved upper level hangtag permits are **not valid** on the lower level of the parking facility. Violators will be ticketed.

Rental Types: Exclusive privilege to City rental spaces is granted only for the days and times specified for that type of rental:

Surface Lots:

- 24 hour reserved spaces – 24 hours per day, 7 days per week.
- 5 – day reserved spaces – 7:00 AM to 6:00 PM, Monday through Friday.

Parking Garage:

- First floor reserved spaces - 7:00 AM to 6:00 PM, Monday through Friday.

- Second floor unreserved spaces – 7:00 AM to 6:00 PM, Monday through Friday.
- Validated Parking – 7:00 AM to 6:00 PM, Monday through Friday.

Other:

- Meter Bags – days and times per signed agreement.
- By separate agreement approved by the Urbana City Council.

Parking Regulations: Lessee must comply with all regulations stated in this policy. Failure to comply may result in the termination of the rental lease.

- Parking in a reserved rental space other than your assigned space is prohibited.
- Parking on the first floor of the parking garage with a second floor permit is prohibited.
- Vehicle must be parked straight and squarely within the lines designating the space.
- Vehicle must park as close to the front edge of the space as possible.
- Head-in-Only parking. Do not back vehicles in spaces.
- Vehicles parking in spaces marked **COMPACT** must fit entirely within the side and rear markings defining the space.
- Verbal or physical abuse or harassment of parking deck attendants or parking enforcement officers will not be tolerated.

Unauthorized Vehicle in Reserved Spaces:

Parking Deck:

1. The renter should park their vehicle in a legal parking space, excluding designated disabled accessible spaces or other reserved spaces.
2. Contact the Urbana Finance Department (384-2346) to report the violation and ask that Parking Enforcement immediately ticket the vehicle.
3. If the renter insists that the offending vehicle be towed, the renter may call the Police Dispatch non-emergency number at 333-8911. In this case, the renter must stand-by until the Police arrive at the deck. Police response time is based upon Police priorities at the time of the call. If the renter is unwilling or unable to wait for the Police, then the vehicle cannot be towed. Field verification by the renter that an unauthorized vehicle is occupying their space is required before we can tow a vehicle.

Surface Lots:

1. The renter should park their vehicle in a legal parking space, probably a metered space, excluding designated disabled accessible spaces or other reserved spaces.
2. Contact the Urbana Finance Department (384-2346) to report the violation and ask that Parking Enforcement immediately ticket the vehicle.

3. If the renter insists that the offending vehicle be towed, the renter may call the Police Dispatch non-emergency number at 333-8911. In this case, the renter must stand-by until the Police arrive at the deck. Police response time is based upon Police priorities at the time of the call. If the renter is unwilling or unable to wait for the Police, then the vehicle cannot be towed. Field verification by the renter that an unauthorized vehicle is occupying their space is required before we can tow a vehicle.

General:

The City of Urbana assumes no responsibility or liability for any loss or theft of any vehicle or any part thereof or for any articles left therein or for any damage which may be caused thereto by fire, trespassers, collision, etc. for any vehicle utilizing City parking facilities. Please lock your vehicle and take your keys. Keep all valuables and packages out of sight.

The City reserves the right to utilize rental spaces during non-rental hours for any purpose. The City also reserves the right to temporarily or permanently close parking facilities and relocate lessees to other available rental spaces. If the lessee does not wish to be relocated the lease will terminate and a prorated refund of the rental fee will be issued.

The City reserves the right to designate any parking facility as hourly or rental or any combination thereof. For facilities planned or under construction, the City may permit advance issuance of rental leases or other parking agreements.

Questions pertaining to this policy should be directed to Vince Gustafson, Public Facilities Supervisor, (217) 384-2318 or Elizabeth Beaty, Finance Office Manager, (217) 384-2356.

9/12/05 – Revised 7/30/10, 5/23/12, 2/26/13