



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

**TO REQUEST A METER BAG:**

Complete the information below and return this form to the Meter Maintenance Department at the contact information below.

Meter Maintenance will contact you to confirm the rental.

Submitting this request is not a guarantee that the meter(s) will be available for bagging.

RENTER'S NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ FAX #: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

RESERVATION DATE(S) \_\_\_\_\_

METER NUMBERS \_\_\_\_\_

P.O. # \_\_\_\_\_

**CITY OF URBANA PUBLIC WORKS DEPARTMENT**

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

**Email: [ParkingMeters@Urbanaininois.us](mailto:ParkingMeters@Urbanaininois.us)**

The cost of renting a meter bag is \$20.00 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 \$25.00 per meter for the first day and \$20.00 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.

Reservations begin at 7:00 a.m. on the first day of the agreement, and end at 6:00 p.m. on the last day of the agreement.