



**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 _____

CITY OF URBANA PUBLIC WORKS DEPARTMENT

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

Email: ParkingMeters@Urbanaininois.us

The cost of renting a meter bag is \$11.00 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 48 hours notice will cost \$17.00 per meter for the first day and \$11.00 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 48-hour notice by phoning the **Urbana Parking Meter Maintenance Division at 217-384-2314**.

If a full 48-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.



TOWING PROCEDURES FOR BAGGED METERS

Please follow the procedures listed below should you need to request a tow of an unauthorized vehicle from your bagged meter space.

Reservations are only valid beginning at 7AM on the first day of the agreement through 6PM on the last day of the agreement.

- Call METCAD non-emergency number at (217) 333-8911
- Inform the dispatcher that you have a bagged meter agreement and an unauthorized vehicle is parked in your space and you would like them ticketed and towed
- Provide the dispatcher with the following:
 - Meter location (e.g. 500 block of S. Mathews Ave.)
 - Description of vehicle (e.g. Blue, Ford, Escape with Illinois license plate number 12345678)
 - Your name and phone number, if requested by dispatcher
- You will need to wait by the vehicle, while METCAD sends a request for a police officer and tow truck
- Please be prepared to present to the police officer your current meter bag agreement
- Meter bag agreement verification during normal business hours can be made Monday – Friday, 8:00 AM – 5:00 PM by calling the Finance Dept. at (217) 384-2346.

If you have any questions or concerns, please call the Finance Department during normal business hours at the number listed above or the Urbana Police Dept. non-emergency number (217) 384-2320 during non-business hours.

Thank you.