



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

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

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

BILLING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ JOB/PO #: \_\_\_\_\_

METER BAGGING ORDER #: \_\_\_\_\_ DATE ORDER DRAFTED \_\_\_\_\_

**METERS** \_\_\_\_\_

**RESERVATION DATE** \_\_\_\_\_

The cost of renting a meter bag is \$19.00 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 \$24.00 per meter for the first day and \$19.00 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 and/or cancelled. The City reserves the right to terminate the agreement at any time.

I request the meter(s) on the Meter Bagging Order referenced 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 \$19.00 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.

\_\_\_\_\_ spaces X \_\_\_\_\_ days X \$19.00 = \$ \_\_\_\_\_

DATE PAID: \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_

\_\_\_\_\_  
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.

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

\_\_\_\_\_  
Public Works Employee

\_\_\_\_\_  
Date Approved

**Urbana Parking Meter Office – Phone: (217) 384-2314 - Fax: (217) 384-2304**  
**Email: ParkingMeters@Urbanaininois.us**