



# CITY OF URBANA

## *PARKING FACILITIES POLICY*

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### *PURPOSE*

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To provide general guidelines and rules for customers utilizing City of Urbana parking facilities.

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### *MISSION*

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The mission of Parking and Facilities 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.

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### *RENTAL POLICIES*

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Parking rental leases are 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:** Rental fees are calculated on a quarterly basis and due in advance before the 1<sup>st</sup> 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 5<sup>th</sup> 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.

A \$15.00 reactivation charge will be added if the Lessee cancels his or her lease agreement and request to have it reactivated within the same quarter. Additionally, 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 the change taking effect. There is a \$5.00 replacement charge for all lost or stolen hangtags and/or permits.

**BILLING:** Rental notices are mailed two weeks prior to the onset of the next quarter to the address provided by the Lessee. The Lessee is responsible for advising the City of any address change. Failure to receive this courtesy notice shall not release the 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. The Lessee is responsible for payment of the rental until and through the date the Lessee notifies the City of cancellation or pending cancellation. The Lessee is responsible for turning in all hangtags and/or permits to the Finance Department upon cancellation of rental spaces during the current quarter, prior to refund being issued.

**PERMIT DISPLAY:** Surface lot renters are assigned a specific space number and are issued hangtags and/or permits to display inside the vehicle. A single permit can be used in different vehicles, but not at the same time. Violators will be ticketed.

**GARAGE RENTERS:**

- Renters will receive a hangtag and/or permit to display inside the vehicle and a sticker that is affixed to the lower driver's side corner of the windshield. The hangtag and/or permit can be used in a different vehicle, as long as the vehicle displays a sticker.
- Renters not displaying a valid hangtag and/or permit and sticker are required to pay for daily parking, unless the renter contacts the Finance Department at (217) 384-2346 and is given prior approval.
- The hangtag and/or permit and sticker must be visible to City employees and security personnel at all times, while the vehicle is inside the facility.
- Unreserved upper level hangtags and/or permits are **not valid** on the lower level of the parking facility. Violators will be ticketed.
- Upon request, renters are responsible to move their vehicles for snow and ice removal, special events and for maintenance and/or construction purposes.

**RENTAL TYPES:** Exclusive privilege to a City rental space is granted only for the days and times specified for a specific rental type.

### Surface Lots

- 24 hour reserved spaces – 24 hours per day, 7 days per week
- 5 day reserved spaces – 7AM to 6PM, Monday through Friday (excluding Lot 12 – 7AM to 5PM, Monday through Friday)

### Parking Garage

- Lower level reserved spaces – 24 hours per day, 7 days per week
- Upper level unreserved spaces – 7AM to 6PM, Monday through Friday
- Metered and MobileMeter space enforcement – 7AM to 6PM, Monday through Friday

### Other

- Meter Bags – days and times per signed agreement
- 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 lower level of the parking garage with an upper level 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 into spaces or pull through.
- Vehicles parking in spaces marked **COMPACT** must fit entirely within the side and rear markings defining the space.
- Disabled parking spaces are strictly enforced. Only meter-exempt disabled placards (yellow and grey) are exempt from paying to park at a meter or in a MobileMeter signed space. All other disabled permits must pay for parking, unless parked in a designated disabled space.
- Verbal or physical abuse or harassment of a parking deck attendant or parking enforcement officer will **not** be tolerated.

**UNAUTHORIZED VEHICLE IN RESERVED SPACES:** The renter should park their vehicle in a legal parking space, generally a metered or MobileMeter space, excluding designated disabled accessible spaces or other reserved spaces. The renter can contact the Urbana Finance Department (384-2346) to report the violation and ask that Parking Enforcement immediately ticket the vehicle. 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 the Finance Department at (217) 384-2346.