

**City of Champaign Parking Meter Cover Application**

Applicant's Name: \_\_\_\_\_

Name of User if other than Applicant:  
\_\_\_\_\_

Address: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Home phone number: \_\_\_\_\_

Work phone number: \_\_\_\_\_

**Purpose of rental:**

Loading/Unloading Activities  Remodeling   
Repairs  Other  \_\_\_\_\_

Location of metered space(s) and meter number(s):  
\_\_\_\_\_  
\_\_\_\_\_

Reservation Period: \_\_\_\_\_

Extended Period: \_\_\_\_\_

**By signing this document I certify that I have read and agree to the indemnification printed on the reserve side.**

\_\_\_\_\_  
Date Applicant's Signature

For office use only:

**Rental fee:**  
\$10 single cover per day \$ \_\_\_\_\_

\$20 double cover per day \$ \_\_\_\_\_

**Total amount received \$** \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

**Towing of Unauthorized Vehicles from Reserved Metered Parking Spaces Indemnification**

I understand that as a condition of the City of Champaign reserving a parking space for my use, through the use of a parking meter cover or other signage, I am responsible for and will arrange for towing of vehicles trespassing in the parking space(s) reserved by me.

I agree to indemnify and hold harmless the City of Champaign and its officers, agents and employees against any and all claims for damage to property or injuries to any person or persons, including property and employees of the City of Champaign, and shall indemnify and hold harmless the City of Champaign from any and all claims, demands, suits, actions or proceedings of any kind or nature, of or by anyone whatsoever, arising out of negligent or willful, intentional acts or omissions to act by the undersigned, or any contractors, agents or employees of the undersigned in connection with the towing or removal of vehicles trespassing in parking spaces reserved for me.

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**Important phone numbers:**  
 City of Champaign Parking Programs 403.7050  
 City of Champaign Engineering Division 403.4710  
 City of Urbana Parking Division 384.2345  
 U of I Division of Campus Parking 333.3530  
 Mass Transit District (MTD) 384.8188



Revised 03/2006



**Meter Rental Program**



**City of Champaign  
 Public Works Department  
 Parking Programs Division  
 713 Edgebrook Drive  
 Champaign, IL 61820-2158**

## Parking Meter Cover Rental Program

The program is designed to provide durable parking meter covers for the purpose of temporarily reserving metered parking spaces as a convenience for utilities, businesses, and contractors during periods of unusual loading/unloading, repairs, remodeling, and other like activities in accordance with the Champaign Municipal Code (see Champaign Municipal Code section).

**NOTE: Meter bags are not to be used as a means of reserving parking for customers or employees.**

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### Rental Cost

The rental cost for each bag is \$10 per day for a single head meter and \$20 per day for a double head meter. To rent a parking meter cover, the applicant must completed this application form or applicant must provide City staff with the pertinent information via phone (**note- phone in will only be accepted if payment is being made with Visa, MasterCard or purchase number is given**). Information should be received at the Parking Programs Division office at 713 Edgebrook Dr. in Champaign, **no later than 24 hours before the date of the meter reservation**. Office hours are 7:30 a.m. to 5:00 p.m., Monday through Friday.

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### Placement of Meter Bags

When given a minimum of 24-hours notice, Parking Enforcement will cover the meter(s) requested and remove them at the end of this contract date, unless prior notice is given for an extension of the rental period at (217) 403-7050.

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### Temporary Removal of Meter Heads

The City will temporarily remove meter heads for longer periods after a permit is obtained from the City Engineering Division. Companies must pay monies lost from the daily usage of these meters. Our Engineering Division calculates this amount.

## Champaign Municipal Code Section 33 - 78 Parking Meter Covers/Fees

- (a) The City shall provide and make available for rent parking meter covers for the purpose of temporarily reserving metered parking spaces. The use of such reserved parking spaces shall be limited to persons engaged in construction, repairs, remodeling, loading/unloading and the like with respect to property adjacent to or near the reserved spaces. The parking spaces shall be reserved only for periods of time for the reasonably expeditious prosecution and completion of work related to the construction, repair, remodeling, loading/unloading, and the like.
- (b) It shall be unlawful for any person to use parking meter covers not obtained from the City in compliance with sub-section (a) of this section.
- (c) It shall be unlawful for any person to park in reserved metered spaces without having reserved such spaces in accord with the provisions of this section.
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## Questions:

### **Loading Zones: What can they be used for?**

*Loading Zones are to be used for loading and unloading of equipment and tools. Loading zones are not designed for parking work vehicles near a job site.*

### **If I do not rent a meter bag, do I still have to feed the meter?**

*Yes. All meters must be fed and will be enforced by Parking Enforcement. All restrictions (i.e., time zones, prohibited parking must be obeyed.*

### **Am I allowed to block the sidewalk, handicapped parking, alley or street?**

*In some cases, yes. However, a separate permit must be obtained from the City Engineering Division.*

### **Where am I allowed to park without having to rent meter bags or pay for meters?**

*The City offers parking at an hourly rate in Lot "J", located at 6<sup>th</sup> and Green Street. The University of Illinois and Mass Transit District (MTD) also offer shuttle service to and from lots located near the Assembly Hall. Contact either one for further information. Also, free parking is available throughout the City on many City streets. However, parking rules and regulations must be obeyed at all times.*

### **What if my job site requires usage of dumpsters?**

*The City Engineering Division also issues permits to place dumpsters on City streets. Meters adjacent must be bagged as well.*

### **What if an unauthorized vehicle is parked at the meter I rented?**

*If an unauthorized vehicle is parked at your meter, you are responsible for making towing arrangements. The vehicle will be subject to tow and owner of the vehicle will receive a ticket for prohibited parking.*

**Note:** *Since meter bags have occasionally been stolen, it would be advisable to contact our office before towing someone out of you rented space. Especially in the case where an individual has parked his vehicle legitimately at a free meter unaware that it was once covered. To prevent an inconvenience to the individual, as well as to both our office and you, please contact Parking Division at 403-7050 before considering towing.*