



Meter Bag Parking Agreement "C" Commercial Vehicle

Company Name: _____ Authorized Rep: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ E-Mail: _____

Meter Number(s): _____ License Plate #'s or Initials: _____

Street Name(s): _____ To be Used For: _____

Begin Date: _____ End Date: _____ End Time: _____

City Permit Number (if applicable): _____ **Authorized Signature:** _____

Terms of the Agreement: The authorized signature hereby affirms their authority to enter into an agreement for use of meter bags with PCI Municipal Services. The company agrees to comply with the program requirements stated below, which may change under the direction of the Ann Arbor Downtown Development Authority (DDA). PCI Municipal Services uses the DDA guidelines for issuance of any meter bags and requires forty-eight (48) hour notice. Those named above, agree to pay PCI according to the Terms of Payment program. Any space unoccupied for more than 48 hours may lead to the meter bag being revoked. Any prohibited use of meter bag covers may result in ticketing, impoundment of vehicle(s) and revocation of use determined at the discretion of PCI and the City. The DDA, through its contractor, reserves the right in its sole and absolute discretion to make the final determination of which the meters will be rented in any situation.

Submissions and Same Day Requests: Requests should be emailed to the email provided below. Fulfillment of all meter bag requests will depend upon meter and staff availability. Please be advised, a request for meter bag service is not guaranteed and you must receive written approval of your request. Meter bag agreements and payments must be submitted and received by PCI no later than 3pm of the weekday prior to the meter bag agreement start date. Agreements received after 3pm will be considered same day requests. Same-day meter bag requests will be subject to an additional \$20 fee per space and contingent on availability of staff to process your agreement. You must be parked in the space(s) prior to requesting same day space(s); towing from same-day spaces is prohibited.

Towing: PCI and the DDA are not responsible for violators of leased parking spaces. It is the leaseholder's responsibility to initiate, perform and authorize removal of unauthorized parking violators during the term of the meter bag lease. Meter covers must have been installed by 6:00a.m. on any given day on which the tow is being performed. To request towing of a vehicle at your meter space(s), contact the City of Ann Arbor Police dispatch at 734-994-2911. Do not call PCI or the DDA to request towing. The authorized parker must sign and acknowledge the Towing Consent Form provided by the city enforcement staff, indemnifying the DDA and PCI if any vehicle is found to be wrongfully towed or damaged in this process.

Terms of Payment: Meter bag leases cost \$30 per space, per day and are paid in advance upon contract execution, for the period which is being requested. For extended meter bag leases of more than thirty (30) days, a minimum payment of one month is required. For any unpaid or delinquent account, a \$20 late fee will be assessed per month for each meter space reserved. The firm/person hereby accepts responsibility for any cost associated with the collection of this debt and outstanding fees. Signage on meter bags that PCI must remove at lease end will be charged \$10 per sign back to the party named above. Parking rates may be changed by issuing not less than seven days advance written notice. Accounts with a negative payment history will be denied use of the meter bag system and parking. Payments can be mailed to our Maynard office or provided by phone using an accepted credit or debit card.

Cancellations: PCI may terminate this agreement and take immediate possession of space without liability or notice for failure to comply with payment terms, improper use, or compliance with the program requirements, or as required due to changes in facility operation. The authorized party may terminate this agreement by issuing written notice of change to PCI by 3pm the weekday before the contract start date. Refunds may be processed after review of the account status and issued on a prorated basis in conjunction with the date of termination. All cancellations will incur a \$10 service fee per space cancelled. Service fees will be deducted from any refund amount due. Cancellation requests submitted after the 3pm deadline on the weekday prior to the meter bag start date will not be eligible for any refund consideration.

Program Requirements:

1. Only commercially licensed vehicles may utilize leased space(s). (Commercial license plates typically have two letters followed by 4-5 numbers)
2. The meter bag rental will provide a direct tangible service to the property owner/tenant and/or City.
3. The meters occupied should be the closest to the premises where the work is being performed.
4. Meter bag extensions must be submitted as a new contract. These are subject to approval based on availability.
5. Any missing or removed posts will incur charges until posts have been replaced and returned to service and/or final Certificate of Occupancy (C of O) and Traffic Control Order (TCO) has been obtained and presented to PCI, whichever is later.
6. City of Ann Arbor on-street parking ordinance prohibits any parking between 3 a.m. and 6 a.m. Monday – Saturday, on most streets. Check with City for more details and up to date ordinances.
7. Meter bag covers may be removed on the end date at the time noted above, but no later than the following day prior to 6 a.m. If meter bag removal is not possible because the space(s) is still in use/obstructed there will be an additional daily meter bag fee for each day until the meter bag can be removed. Daily same day fees are included until updated paperwork is provided to the office.

Exclusion of Liability: The authorized company has permission to use only the designated space(s) issued on this agreement and assumes all risk of loss or damage to property/contents resulting from theft, vandalism, fire, personal injury, flood, other "acts of God", including death, which is attributable to the negligence/unlawful conduct of a third party, or any other causes whether or not under the control of PCI Municipal Services, the DDA or the City of Ann Arbor.

Issued By: _____ Contract #: _____ Same Day Fee's: _____ Payment Status: _____