



PARKING SERVICES

BAGGED METER RESERVATION AGREEMENT

CONTACT INFO:

TODAY'S DATE:			
COMPANY NAME:			
ADDRESS:		CITY:	COLUMBIA
STATE:	SC	ZIP CODE:	
CONTACT NAME:		PHONE:	
EMAIL:			

REQUEST INFO:

DESCRIPTION OF WORK:			
NAME OF STREET(S):			
METER NUMBER (S):			
<input type="checkbox"/> DUMPSTER/ PODS	<input type="checkbox"/> CRANE	<input type="checkbox"/> COMMERCIAL VEHICLE	
START DATE:	END DATE:		

Rate per Meter: (Daily \$10/ Weekly \$50/ Monthly \$100)

TOTAL # OF METERS:		RATE:	
AMOUNT DUE:		RECEIPT #	

See back of sheet for Terms and Conditions



PARKING SERVICES

TERMS AND CONDITIONS

- All building and zoning permits have already been applied and approved for through the City of Columbia Planning and Development Department. (Proof Required)
- Any necessary encroachments have already been applied for and approved
- If spaces are intended for dumpster placement the following conditions must be met
 1. Dumpster must not extend beyond space lines into driving lane
 2. Dumpster must have three reflective 36" traffic cones on traffic side at all times
- Applicant assumes all public liability
- Effective July 1st, 2020, Parking Services will no longer invoice for Reserved Bagged Meter, all request will require payment due upon receipt of the request. If you are a Government or State agency you will still be invoiced at this time and payment must be received within 30 days of the request.
- Effective January 1, 2023, Parking Services will apply a \$50.00 expedited fee for all request needed within 24 hours.
- All accounts must maintain a current balance or the account will be suspended and the request will be denied, until account is current.
- Payments for requests can be mailed or drop in the Parking Services drop box located at 820 Washington St. Columbia, SC 29201. Parking Services also accepts cash, credit card, and checks as a form of payment in the office.
- Contract renewals must be made on or before the expiration date of the original agreement
- Each contract renewal will constitute a new contract. Each renewal is subject for review and is not guaranteed
- Parking Services will not notify nor remind of pending contract expiration. If a renewal has not been applied for and approved prior to the contract expiration date, all bags will be removed upon the contract's expiration
- Any citations that are received after the bags are removed are the responsibility of the registered owner and will not be waived
- Bagged meters and their associated spaces are to be used only as described in the application. **Employee and convenience parking are not allowed.**
- If vehicles other than those operated by the applicant are parked at the bagged meters, the applicant should call Parking Services at (803) 545-4024 and request Enforcement. Parking Services will handle the violation at our discretion. Enforcement is available from 8:00 am to 5:00 pm Monday- Friday only, with exclusion of City holidays.
- **No applicant may have any vehicle towed or impounded at any time. Any impounds will be handled at the sole discretion of Parking Services**

Please sign and date below that you have read and understand the terms and conditions. Any violation of these terms and conditions could result in the termination of the contract. No refunds will be issued in the event the contract has been terminated

Signature: _____

Date: _____

Parking Services Employee: _____



PARKING SERVICES PURCHASE REQUEST

Customer Information

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone Number: _____

Email: _____

Receipt

Check/Money Order

Credit Card

*\$1.95+ Convenience
Fee for Credit/Debit
Payments

YES

NO

** For checks and money orders, please make them payable to the City of Columbia addressed the the address below.

Receipts will be given with the purchased item(s).

* For credit cards, please visit Parking Services main office at 820 Washington Street Columbia, SC 29201 to make a payment.

Applicant Signature: _____

Date: _____

DO NOT WRITE BELOW – PARKING SERVICES STAFF ONLY

Parking Services

820 Washington Street Columbia, SC 29201

Type: _____

Account Number: _____

GL Code: _____

Prox Card # (if applicable): _____

Description: _____

Amount: _____

PS Signature: _____

Date: _____