



**BAGGED METER RESERVATION AGREEMENT**

For bagged meter request, complete this form and return to Parking Services via email to [parkingmeters@columbiasc.gov](mailto:parkingmeters@columbiasc.gov).

<b>TODAY'S DATE:</b>			
<b>COMPANY NAME:</b>			
<b>ADDRESS:</b>		<b>CITY:</b>	
<b>STATE:</b>		<b>ZIP CODE:</b>	
<b>CONTACT NAME:</b>		<b>PHONE:</b>	
<b>EMAIL:</b>			

**REQUEST INFO:**

**Rate per Meter: Daily \$25 - Weekly \$100 - Monthly \$400**

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

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**FOR OFFICE USE ONLY**

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<b>TOTAL # OF METERS:</b>		<b>RATE:</b>	
<b>AMOUNT DUE:</b>		<b>RECEIPT #</b>	

\*See back of sheet for Terms and Conditions\*



**TERMS AND CONDITIONS**

- Application must be submitted to **parkingmeters@columbiasc.gov**.
- 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.
- Any balance paid prior to fulfillment, will be credited towards future bagging request.
- Application/request must be approved **before** payment can be made.
- 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) 545-4015 and request Enforcement. Parking Services will handle the violation at our discretion. Enforcement is available from 9:00 am to 7:00 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: \_\_\_\_\_