



METER HOOD RENTAL APPLICATION

NAME			METER LOCATION			
MAILING ADDRESS			REQUESTED DATE(S)			RETURN DATE
PHONE			REASON FOR REQUEST* CONSTRUCTION [] DELIVERY [] <small>*If the metered space is for placement of something other than a vehicle, please contact the City Clerk's office at (515) 239-5105 to determine if a Temporary Obstruction Permit is required.</small>			
EMAIL						
HAVE AREA BUSINESSES BEEN CONTACTED? YES [] NO [] <small>(Although permission of area businesses is not required, please inform adjacent/potentially affected parties of the rental request.)</small>						
HAVE OFF-STREET AND PRIVATE ACCOMMODATIONS BEEN EXPLORED IN THE AREA? YES [] NO [] ARE THERE ANY PARKING REGULATIONS THAT WILL AFFECT THIS REQUEST? YES [] NO [] DESCRIBE:			AUTHORIZED: YES [] NO [] BY: REASON FOR DENIAL [If applicable]:			
METER HOOD NUMBERS						
HOURLY FEE PER METER	X 9 HOURS PER DAY	= DAILY FEE PER HOOD	X NUMBER OF HOODS	= TOTAL FEE PER DAY	X NUMBER OF DAYS RENTED	TOTAL AMOUNT DUE
\$ _____		\$ _____	_____	\$ _____	_____	\$ _____

- A \$20.00 deposit is required for each hood**, payable by cash or check made out to "City of Ames." Lost, damaged, or stolen hoods will result in forfeiture of the \$20.00 deposit for each hood. Please secure the hood over the meter (e.g., padlock, Zip-Tie). Meter hoods may be removed overnight to reduce the possibility of damage or theft.
- One hood is issued for each meter. You will be charged the hourly fee of the meter, from 9:00 AM to 6:00 PM, every day except on Sundays and City holidays. Rental fees are charged for each day a hood is out, whether or not it is in use. Meter hoods are rented on a per-day basis only. Return the hood(s) by 9:00 AM to avoid paying for an additional day.
- The rental of a meter hood does not guarantee availability of parking. Hoods may only be placed on meters where there are vacant spaces in your designated area. To request parking enforcement for meter hoods, contact Ames Police Department Non-Emergency Dispatch at (515) 239-5133.
- Note: All traffic regulations will be enforced before, during, and after the time of this rental. In addition, if any complaints are received concerning the meter hoods, or if at any time it is deemed unsafe, the City Manager reserves the right to revoke this rental with prompt notice to all parties.

Applicant Signature: _____

Date: _____

Prepared By: _____

Date: _____

Cc: Applicant, Finance, Public Works file (original)

FOR FINANCE DEPARTMENT USE

Hood Deposit Account: 010-0000-229.00-00

Hood Revenue Account: _____

Hood Deposit Paid: \$_____ for _____ hoods

Hood Rental Fee: \$_____

Payment Method: ☐ Cash ☐ Check

Hood Deposit Applied to Rental Fee: ☐ Yes ☐ No

Amount Applied: \$_____

Total Amount Due: \$_____

Payment Method: ☐ Cash ☐ Check

☐ Credit Card ☐ Invoice

Vendor Number [If Applicable]: _____

Amount to Credit/Refund: \$_____

Approved By: _____

Date: _____