



# TEMPORARY RESERVATION OF ON-STREET PARKING FOR SPECIAL EVENT



## METER HOOD AND FREIGHT/PASSENGER LOADING ZONE BARRICADING POLICIES

### **Meter Hooding and Freight/Passenger Loading Zone Barricading:**

Park Tucson provides meter hooding and loading zone barricading in the Downtown, University area/Main Gate Square, 4<sup>th</sup> Avenue area, and time-restricted areas for special events and other activities that require street closures which impact meters and loading zones. (Meter Hoods are red canvas bags that cover the meter head and are locked to prevent removal).

### **Rates – Same rates apply to all areas**

- Meters: \$4.50 per meter, per day (Monday – Friday) and \$3.00 per meter per day (Saturday, Sunday and Holidays).
- Handicapped Accessible Meters: \$9.00 per meter, per day.
- Loading Zones: \$25.00 per loading zone, per day.
- **Please note: A Rush Fee of \$20 will apply to all requests if 24-hour advance notice is not given.**
- **A \$20.00 fee applies when services or enforcement are required Wednesday through Saturday 5:15 p.m. to 12:00am (midnight). Hooding services are not available Sunday and are available only during normal business hours Monday and Tuesday.**

### **Instructions for Obtaining Reservations**

To reserve meter(s) or loading zone(s), please submit the application below and return it to us by one of the following methods:

- Email the completed application to [ParkTucson@tucsonaz.gov](mailto:ParkTucson@tucsonaz.gov). A staff member will contact you to arrange for payment.
- Visit the Park Tucson office located at 110 E. Pennington Street, Suite 150 (on the ground floor of the Pennington Street Garage)
- Contact us by phone at (520) 791-5071.

The application must be completed with the following information:

- Organization name and address
- Person to contact with phone number and email
- Event or activity
- Meter and/or loading zone location, street with direction, and major cross street
- Meter ID number(s), found on the decal on the front of the meter housing
- Loading zone number(s) found on sign adjacent to space
- Dates/Time meters/loading zones to be reserved

### **Program Policies**

- Meter Hooding does not always deter others from parking in reserved spaces. In the case of unauthorized vehicles in reserved spaces, contact Park Tucson for assistance. (520) 791-5071.
- Parking spaces may NOT be reserved for the purpose of selling, vending, or personal use.
- It is the applicant's responsibility to extend reservation prior to the end date submitted on the application.
- All vehicles parked in reserved spaces must display temporary parking permit on the vehicle(s)' dashboard. **Failure to park in reserved spaces, obey safety regulations, or display the issued permit may result in a citation.**
- In the interest of maintaining availability of freight and passenger loading zones for their primary purpose, Park Tucson reserves the right to declare freight or passenger loading zones temporarily unavailable for reservation if other such zones have been reserved nearby.
- If you have any questions please feel free to contact the Park Tucson office at (520) 791-5071, or visit our website at <http://parktucson.tucsonaz.gov>. To access other City and State parking laws please visit this website: <http://tdot.tucsonaz.gov/park-tucson/tucson-city-codes>



**TEMPORARY RESERVATION OF ON-STREET  
PARKING FOR SPECIAL EVENT**  
**METER HOOD AND FREIGHT/PASSENGER  
LOADING ZONE BARRICADING APPLICATION**



Department of Transportation & Mobility, Park Tucson Division

**Organization Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Purpose of Reservation:** \_\_\_\_\_

**METER HOOD REQUEST (time should include set-up, street closure time, time of actual event)**

**Reservation Start Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Reservation End Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Event Start Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Event End Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**LOCATION OF METER(S)**

**Street/Direction:** \_\_\_\_\_

**Meter ID Number(s):** \_\_\_\_\_ **Cost:** \_\_\_\_\_

**FREIGHT/PASSENGER LOADING ZONE REQUEST**

**Reported time should include set-up, street closure time and time of actual event.**

**Reservation Start Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Reservation End Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Event Start Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Event End Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location of Loading Zone:** \_\_\_\_\_ **Loading Zone Number(s):** \_\_\_\_\_

**Major Cross Streets:** \_\_\_\_\_ **Cost:** \_\_\_\_\_

**PAYMENT INFORMATION**

**Date Paid:** \_\_\_\_\_ **Total Amount Due:** \_\_\_\_\_

**Method of Payment:**      **Cash** \_\_\_\_      **Check** \_\_\_\_      **Credit Card** \_\_\_\_

**Meters: \$4.50/per meter/day Mon to Fri and \$3/per meter/day Sat, Sun, & Holidays –**

**Handicapped Accessible Meters: \$9.00/per meter/day**

**Loading Zone: \$25/per zone/day**

INITIALS \_\_\_\_\_

**I have read, fully understand, and agree to, all terms and conditions pertaining to meter hooding and loading zone reservations.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_