



Parking Meter Hood Request

1. The business, organization, or individual requesting the rental of one or more meter spaces must justify, in writing, the need to park a vehicle in front of or near a particular work site or function. Construction, deliveries or loading or unloading equipment are appropriate uses for meter hoods. They are not to be used for personal, convenient parking spaces.
2. Each hood allows for rental of one or two metered spaces. Double head meters count as two spaces. Parking meter hoods are limited. Availability is first come, first served and will remain the property of the city.
3. The rental of a parking meter hood(s) is temporary and may only be used at the location specified on the application. All hoods are rented for a period of no more than thirty (30) calendar days. Should the applicant require additional time, the agreement must be renewed on or before the date the original application expires. Failure to do this will result in removal of the meter hoods by Parking Operations.
4. Each reserved meter is \$10 per day, Monday through Saturday. This charge is based upon reserved parking, current parking meter rates and the time the meter space(s) would ordinarily be occupied for any given day. No half days are allowed. No removals or installations on Saturdays, Sundays, or Holidays. Payment must be received with application.
5. The Parking Division is not responsible for enforcement of the hooded meters. If you encounter problems with the hooded meters, contact Parking Enforcement at 297-1180.
6. Please fill out the information below, and bring, mail, or fax the form and payment to the Parking Division, located at 300 S.W. 7th Street, Oklahoma City, OK 73109. Fax requests to (405) 297-1990. For more information or questions, please call 297-1331.

48 hours notice is required for all requests, including extensions.

(Please Print)

Company name: _____

Mailing address: _____ Phone number: _____

Contact: _____ Fax number: _____

Street and block location of meters: _____

Meter numbers: _____ Number of meters: _____

Reason for hooding: _____

Vehicle description: _____

Hood start date: _____ Hood remove date: _____ Number of days: _____

Meter hooding fee: (# of meters x # of days x \$10) _____

 Applicant Name Application Date

THIS SPACE FOR OFFICIAL USE ONLY – APPROVALS AND NOTIFICATIONS

Date received: _____ Paid: _____

 Division Head Approval