

MOTORCYCLE INFORMATION SHEET
City of Madison Parking Utility
2016-2017

This information sheet should answer most questions you have about Motorcycle Parking Permits. If you have additional questions, concerns or suggestions please call us at 267-8752.

- PAYMENT:** The rental fee is \$225.00 for the 2016-2017 year. (Renters with two cycles who wish to get a duplicate permit must include an extra \$1.00 for the duplicate permit.) The rental year is from April 1 to March 31. We must receive your payment for the next year by March 31. If we do not receive your payment by that date, your space will be assigned to the next person on the waiting list. Fees for new renters will be full payment of \$22.50 per month. Payments may be mailed or brought to:

City of Madison Parking Utility
 30 W. Mifflin St., Suite 900
 P.O. Box 2986
 Madison WI 53701-2986

Make checks payable to the City Treasurer. (Please write the name of the ramp you will be parking in on your check.)

- IF FEE IS NOT PAID, SPACES MAY BE RENTED TO OTHERS:** Any permit for which payment is not received by March 31 will be considered vacant and may be rented to someone else. In this case, if the renter wishes to re-rent, his/her name will be placed at the end of the waiting list.
- NOTIFY THIS DEPARTMENT IF YOU NO LONGER WISH TO RENT YOUR PARKING SPACE:** To discontinue renting a space, notify the Parking Utility at 267-8752 in advance so that the next person on the waiting list may be contacted as soon as possible. A refund may be issued for the remaining full months of the rental agreement if you return your permit. The amount of the refund will be calculated from the date we receive your permit.
- PERMIT RENTAL IS NOT TRANSFERABLE:** If you discontinue renting, the permit shall pass to the next eligible person on the waiting list in Parking Division's records.
- PERMIT DISPLAY:** Permit sticker must be "permanently" affixed to the left side of the rear fender of the cycle in a location which can be easily seen by enforcement personnel.
- WHERE TO PARK AND HOURS OF OPERATION:** Refer to the map on the back of this sheet to locate motorcycle parking areas. Cycle stalls are not assigned to specific permit numbers—you may park in any vacant, reserved stall. (Reserved stalls are designated by a sign or hooded parking meter.) Motorcycle permits are valid from 6:00 a.m. to 10:00 p.m., Monday thru Friday.
- CYCLE STALLS ARE ALL FULL?** If there are no reserved stalls vacant, park your cycle in the nearest on or off-street metered stall. You do not need to put money in the meter but you must abide by any restrictions—i.e. do not park in a Tow-Away Zone or Freight Loading Zone. Immediately notify the Parking Utility at 267-8752.
- TERMINATION OR AMENDMENT:** The Parking Utility may terminate or amend this rental unilaterally by giving 30-day notice. We reserve the right to temporarily or permanently reassign any permit holder due to maintenance, construction or parking space/structure reorganization. Individuals and vehicles not following these guidelines will be subject to ticketing and/or towing or revocation of permit. Any person who knowingly allows his/her permit to be used in violation of these regulations shall have such permit revoked and shall be ineligible for a permit for any vehicle for a period of one year. The Parking Utility reserves the right to revoke any permit issued for nonpayment or returned checks.
- TICKETS:** Questions regarding tickets should be directed to the Parking Utility office at 267-8752.

"I understand and agree to the conditions of the Motorcycle Parking Permit Program."

Signed: _____ Date: _____

RENTER INFORMATION (Please Print) Name: _____ Address: _____ _____	Location (Ramp Name): _____ Phone (day) _____ (evening) _____ License Plate _____ License Plate _____
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Permit No. _____
 Permit No. _____
 (Assigned by Parking Utility)

