



## **Division of Parking Management**

### **Tour Bus Parking Guidelines**

1. Review the meter bagging agreement on the next page.
2. The County requires a 5 business days notice to submit your request and secure payment before the meters are bagged.
3. Fill out the Tour Bus Request Form and attach the signed meter bagging agreement.
4. We will review and process your request and you will then receive confirmation by email if your meter request has been approved or not, and where and how you can remit payment if approved.

## Meter Bagging Agreement for Tour Bus Parking

This agreement is between Montgomery County Government (hereafter referred to as County) and the Contractor or User (hereafter referred to as User).

The User requesting that parking spaces be bagged, removed or signed for **No Parking** areas agrees to abide by the following the terms and conditions:

1. Payment must be received by the County prior to the bagging, temporary removal of meters and/or parking space usage requested. Meter numbers, and/or street address location must be specified 5 business days in advance.
2. The User shall coordinate with the County to arrange for the bagging, space signage or temporary removal of parking meters. Payment of any additional fees is again, required in advance.
3. The extension of an existing agreement should be made 48 hours prior to the expiration of the original request. Again, meter numbers, locations and/or address must be specified, and payment must be received in advance.
4. A copy of the User agreement shall be available on site for inspection by County personnel during any and all site operations.
5. Meters within the work zone or fenced off areas that may be damaged during site work shall be removed by the County. In no case shall meters be bagged, un-bagged or removed, as well as signage, cones or post signs installed or removed by the User. The User is subject to additional charges for the repair/replacement of any damaged meters or parking sign equipment.
6. The User is prohibited from the use of these spaces to create reserved parking on site. Spaces may only be used to on/off load required equipment of store required tools or materials. **No personal vehicles of any type may be parked in the spaces identified, bagged or temporarily removed meters.**
7. Any parking restrictions that are indicated by signage and unchanged by this agreement must be followed. **All vehicles parked in violation of these restrictions will be ticketed.**

**I have read and understand this agreement in its entirety and will abide by its terms.**

\_\_\_\_\_  
User

\_\_\_\_\_  
Date