



Municipal Works Department
188 Kipling Street SE
Medicine Hat, Alberta T1A 1Y3

Phone: 403.529-8177
E-mail: TrafficAccom@medicinehat.ca
www.medicinehat.ca

Parking Stall Rental Request Form

DATE: _____

Applicant Contact Information:

CONTACT NAME: _____

PHONE NO: _____ CELL PHONE NO.: _____

E-MAIL ADDRESS: _____

ADDRESS: _____

Parking Stall Rental Information:

LOCATION: _____

NUMBER OF STALLS REQUIRED: _____ LOCATION DRAWING ATTACHED: YES NO

START DATE: _____ END DATE: _____

FROM: _____ AM/PM TO: _____ AM/PM

WHY IS THE PARKING STALL(S) REQUIRED?

Please read and accept the **Terms of Application** governing the use of restricted (timed) and non-restricted parking stalls on the following page.

Terms of Application

1. Parking Stall Rental Fee: \$11.25/day/stall as per By-Law # 4346.
 - a. The Applicant will only be charged for the days that the parking stall(s) are in use.
 - b. Invoices will be issued monthly for the use of the parking stall(s).
2. The Applicant must provide a tentative schedule of when the parking stall(s) will be in use for the duration of the project.
3. The Applicant must notify Municipal Works of when the parking stall(s) will be in use through e-mail or phone notification.
4. The approved Parking Stall Request Form authorizing the use of the parking stall(s) is only valid during the work hours stated on the request form.
5. The approved Parking Stall Request Form authorizing the use of the parking stall(s) is only valid for work vehicles using the parking stall(s).
6. A copy of the approved Parking Stall Request Form must be displayed on the dash (window) of all vehicles using the parking stall(s).
7. The Applicant is responsible for obtaining City approved signage and barricades (eg. candle stick delineators, pylons, wooden barricades) to block off the parking stall(s), if required.
8. If No Parking signs are required, signs must be setup after 7:00 pm the day before the expected use of the parking stall(s).
9. All accessible parking (handicapped parking) stalls must remain open.
10. The Applicant must notify all businesses who will be affected by the use of the parking stall(s).
11. If a special event requires a road closure where a parking stall is requested, the parking stall(s) will not be available during the period of the special event.
12. If emergency vehicles need access to the parking stall(s) the Applicant vehicles must be moved immediately.
13. If the Applicant is found to misuse the parking stall(s), the Municipal Works Department has the right to discontinue the use of the parking stall(s).
 - a. Misuse of parking stall(s) includes, but is not limited to: non-work vehicles parked in stall(s), vehicles parked in stall(s) during non-work hours, Work vehicles not moved for emergency access or special event road closures, etc.
14. The approval of the parking stall(s) permit is at the sole discretion of the Municipal Works Department.

Acceptance of Terms

I _____ agree to comply with the **Terms of Application**, and fully understand that failure to comply with these terms may result in discontinued use of the parking stall(s).

Signature: _____ Date: _____

FOR MUNICIPAL WORKS USE ONLY	
REVIEWED BY:	
DATE REVIEWED:	
REVIEWED BY:	
DATE REVIEWED:	
APPROVED BY:	
DWIGHT BROWN, P. ENG., GENERAL MANAGER, MUNICIPAL WORKS	
DATE APPROVED:	

Completed applications can be delivered to the Municipal Works Department located at 188 Kipling Street SE or emailed to TrafficAccom@medicinehat.ca

For any questions or assistance in filling out the application form, please contact the Municipal Works Department at 403.529.8177 or TrafficAccom@medicinehat.ca.