

Parking Meter Hooding Policy & Procedures

PURPOSE: The parking meter hooding program is a fee-based service provided by Mobile GR for the reservation and use of metered parking spaces. Metered parking spaces may be reserved for reasons that include but are not limited to facility access, construction site use, building work, special events, dumpsters, or moving purposes. Limitations, regulations, and processes are outlined below.

FEES: Each reservation includes a non-refundable application fee of \$10.00 along with an individual meter fee of \$23.00 per meter per day. Requests requiring meters to be removed from the street will incur a \$28.00 labor fee per meter per day until the meters are reinstalled. Fees are applicable seven days a week, including holidays. Social Zones and Parklets incur a \$50.00 per meter per month fee. Fees are reviewed and assessed after a reservation is complete. Current fiscal year fee schedules can be found on The City of Grand Rapids Budget Office website.

<https://www.grandrapidsmi.gov/Government/Departments/Budget-Office>

Fees will not be required for parking meter hooding under the following circumstances (with approval by the Parking Meter Operations Supervisor or another authorized individual):

- a. Emergencies
- b. City of Grand Rapids projects
- c. Instances of permanent meter removal

POLICIES & PROCEDURES:

1. Arrangements to reserve a metered parking space shall be made by submitting an online application with Mobile GR.
<https://veoci.com/v/p/form/smktb6tfuhmw?c=74297>
2. The requestor must provide dates and times when the reservation is to start and end as well as the meter numbers indicating the exact location and number of meters involved.
3. Meter hooding requests must be made at least 48 business hours before the proposed start time of the hooding. It is also the responsibility of the requestor to cancel the reservation 24 business hours in advance of the request, or services will be billed according to reservation that was made.
4. Any vehicle authorized by the requestor to park at a hooded meter shall have the supplied parking permit clearly visible on the vehicle's dashboard at all times.
5. Contractors working in conjunction with City of Grand Rapids Engineering projects are required to reserve parking meters themselves. The parking meter hooding program's purpose is not for the use of personal contractor or employee parking. Contractor vehicles parked at hooded meters shall have their company's logo clearly displayed on each vehicle.



6. City departments and other governmental entities are required to follow the same policies and procedures for reserving metered spaces. Internal billing codes for City departments will be required when applying.
7. Signage, traffic control, and associated costs are the responsibility of the requestor and must be approved by the Parking Meter Operations Supervisor or another authorized individual.
8. No parking meter or coin-operated unit may be tampered with or removed without permission from the Parking Meter Operations Supervisor or another authorized individual. Such will be treated as a criminal act.
9. The City of Grand Rapids may temporarily remove hoods for emergency use. No additional charges will be incurred.
10. Mobile GR reserves the right to revoke or limit the number of parking spaces reserved.
11. All parkers are subject to the regulations of the City of Grand Rapids Municipal Code of Ordinances, Title X - Chapter 181 - Article 4 - Parking Regulations.
https://library.municode.com/mi/grand_rapids/codes/code_of_ordinances?nodeId=TITX--TRAFFIC_CH181GETRRE_ART4PARE
12. Parking tickets incurred are the responsibility of the vehicle owner as provided for by law.
13. If a parker fails to comply with the above policies and procedures the City of Grand Rapids holds the right to cancel the reservation and remove all meter hoods without notice.
14. To file a complaint that an unauthorized vehicle is parked in the reserved space you may contact Mobile GR through the City Grand Rapids 311 at 616-456-3000 or simply dial 311.

Payments (including invoice #) should be mailed to:
Grand Rapids City Treasurer Room 200 City Hall
300 Monroe Ave NW
Grand Rapids, MI 49503-2296

For general questions, please contact Mobile GR through the City Grand Rapids 311 at 616-456-3000 or simply dial 311.