



# Town of Middleburg On-Street Parking Space Rental Application



### Contact Information:

Name&Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Closure/Rental Information:

Start Date:	End Date:	Times:	Location(s)	Total Spaces

### Purpose of Closure/Rental (check appropriate box):

Building Maintenance*** (Up to 2 Spaces)	Delivery*** (Up to 2 Spaces)	Moving*** (Up to 2 Spaces)	Special Event*

*\*Requires approval of Town Council*

*Description of special event:* \_\_\_\_\_

Public safety exception**	Funeral*** (NC) (Up to 5 Spaces)	Wedding*** (NC) (Up to 5 Spaces)	Tourism Event*** (NC)	Community Service Event*** (NC) (Up to 2 Spaces)

*\*\*Requires approval of Chief of Police*

*\*\*\* Requires approval of Town Administrator*

*Description of special event:* \_\_\_\_\_

<b>Fee schedule:</b> \$25.00 X _____spaces _____days	<b>\$_____TOTAL</b>	<b>Waived:</b> _____
--	---------------------	----------------------

**The Town of Middleburg authorizes the listed group or individual to rent public parking spaces as identified above. Please contact the on-duty police officer at 540-216-9787 as soon as the spaces are no longer needed. In any event, the cones/markers will be removed by 3:00 p.m. on the day of the rental unless other arrangements have been made.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

***Approval and signature of town official confirms and shall serve as the order for the rental.***

Assigned to: \_\_\_\_\_ and completed on \_\_\_/\_\_\_/\_\_\_ @ \_\_\_\_\_AM PM

Removed by: \_\_\_\_\_ and completed on \_\_\_/\_\_\_/\_\_\_ @ \_\_\_\_\_AM PM