



Parking Permit Tag Number: \_\_\_\_\_

# RESERVED PARKING CONTRACT

<b>Name of Renter:</b>	
<b>Mailing Address</b> (include apt. number):	<b>City, State, Zip:</b>
<b>Billing Address:</b> (Only if different from Mailing Address)	<b>City, State, Zip:</b>
<b>Phone:</b>	<b>Email:</b>
<b>*Lease Start Date (1<sup>st</sup> of the month only):</b> _____, 2026 <small>*If a renter takes possession of their space after the first of the month, they will be responsible for the current month's rent plus the next full-month's rent.</small>	
<b>Lot Name:</b>	<b>Space Number(s):</b>

**Rental Agreement:** In consideration of a monthly lease payment as described below, the City shall erect a reserved parking sign on the stall covered by this Agreement and shall issue a parking permit to be displayed on the rear view mirror post of a vehicle occupying the leased space. This agreement will remain in effect as long as payment is made on or before the first of the month for which it is due. Reserved parking spaces shall be rented for a minimum of one month.

Any vehicle parked in a reserved parking space not displaying a valid parking permit for that space is illegally parked. The renter of the parking space shall first request ticketing on the vehicle by contacting the City of Ames Police Department's non-emergency line at (515) 239-5133. Upon providing rental verification and co-signing a parking citation, the renter may choose to have the vehicle towed by a company of their choice.

**Lease Payment:** The renter agrees to pay the City of Ames, Iowa, a monthly charge of \$50.00 for the rental of each space indicated above. Total monthly payment of \$\_\_\_\_\_. **This payment must be made on or before the first of the month for which it is due.**

The first month's rental payment shall be made upon signing this contract as noted above.\* Subsequently, the City will invoice the renter at the beginning of the month preceding each rental period. Payments are due and payable on or before the first day of the month for which they are due. If payment is not received on or before the first of the month for which it is due, all rights to reserved parking under this contract will be terminated.

**Parking Tags:** One (1) parking permit/tag per space is issued with this agreement. This tag MUST be displayed at all times from the rearview mirror of the vehicle occupying the reserved parking space number that corresponds with the number indicated on the tag. This tag must be returned when the contract is cancelled. Additional tags and/or replacement of lost tags will be \$5.00 per tag.

**Cancellation:** If the renter violates any term of this contract, all rights to reserved parking under this contract will be terminated. **If payment is not received on or before the first of the month for which it is due, all rights to reserved parking under this contract will be terminated.**

This agreement may be cancelled with a 3-day notice by either party.

If a space has been cancelled due to nonpayment, a new agreement may be issued only under the following conditions: 1) availability of a space and 2) payment of current month's rent as noted above.\*

\_\_\_\_\_  
RENTER DATE

\_\_\_\_\_  
PUBLIC WORKS DEPARTMENT DATE  
515 CLARK AVENUE, AMES, IA 50010  
(515) 239-5160