



ShrevePark Parking Services
 416 Cotton Street, Shreveport, LA 71101
 PO Box 245, Shreveport, LA 71162-0245
 Phone: 318-202-0290
parking@downtownshreveport.com
 Monday-Friday 8:30am-5:00pm

METER BAGGING PERMIT APPLICATION

Use this form to apply for all meter bagging permits. Your completed application may be submitted via mail, email or in person to ShrevePark Parking Services. Permits must be paid prior to meter being bagged. **Submit your request at least 2 business days prior to service. All delinquent parking citations must be resolved prior to permit approval. Persons wishing to close a lane due to construction must contact- Michael Erlund, with City of Shreveport's Traffic Engineer Dept., at 318-673-6181.**

Name: _____ Date: _____
 Company: _____ Office Phone: _____
 Address: _____ Cell Phone: _____
 City, State, Zip: _____ eMail: _____
 Reason for Bagging Permit: _____

REQUESTED PERMIT

Start Date: _____ Time: _____
 End Date: _____ Time: _____

* Permit requests not submitted within 2 business days of requested service date will be subject to a \$50.00 Expedite Fee.

Is Shreveport Police being used to control traffic? _____ Yes _____ No

List the meters you would like to rent:

Meter #	Street Name	Bag # (office use)	Meter #	Street Name	Bag # (office use)

	Fee	Number Spaces	Number of Days	Total
Meter Bagging Permit (per space, per day)	\$5.00			
			Deposit:	\$75.00
			\$50.00 Expedite Fee	
			Total Fee:	

I, the applicant, have reviewed the ShrevePark Parking Services Bagged Parking Meter Policy & Procedure; I agree to adhere to the policy and procedures, pay all costs for the use of the reserved metered space(s); I understand that if I do not follow the policy and pay all charges invoiced, that I may be denied future requests; I understand that by submitting this form, I am requesting the reservation of the meters I have listed above; and I understand that by submitting this form, I am authorizing ShrevePark Parking Services to reserve the meter(s) and agree to pay all charges invoiced for the use of the meters. Further, I understand that, despite the dates requested above, billing will continue until all meter bags are returned. Additionally, I will be held liable for the replacement cost of all damaged and/or unreturned meter bags at a rate of \$25 for each single meter bag and \$35 for each dual meter bag.

 Authorized Signature _____
Date