



Town of Middleburg Metered Parking Space Rental Application



Contact Information:

Name&Organization: _____

Address: _____

Telephone: _____ E-Mail: _____

Closure/Rental Information:

Start Date:	End Date:	Times:	Location(s)	Total Spaces
		6:00 AM -		

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: _____

Fee schedule: \$25.00 X ___spaces ___days	\$_____TOTAL	Waived: _____
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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 parking meter bags 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