

## **HPA On-Street Parking Reservation Policy,**

### **Effective as of March 26<sup>th</sup>, 2024**

As stated in Section 10-1(b) of the Municipal Code of the City of Hartford, one of the purposes of the Hartford Parking Authority (“HPA”) is “to enforce and administer rules and regulations respecting meters and on-street parking throughout the City of Hartford.”

While on-street parking, whether metered or unmetered, is generally available on a first-come, first-served basis, the HPA routinely receives requests from residents, businesses, and visitors to reserve parking spaces for a variety of needs. In order to accommodate those requests, the HPA has created a policy dictating the terms of on-street parking reservations (hereinafter “reservations”).

#### **Reservation Approval**

When a request to reserve parking (hereinafter, a “reservation request”) is received, it must include the following information:

- Name, phone number, and billing address of the individual/business making the reservation request.
- Location of the reservation request.
- Duration of the reservation request.
- Number of requested parking spaces, or, if unstriped, length of requested parking spaces.
- If requesting one or more specific parking spaces, an image of the location that clearly shows the desired parking space(s).

Once all required information has been received, the HPA’s Executive Director or one of his or her designees will then review the request, to determine whether the HPA can accommodate it. If the HPA determines that it can accommodate the request, the HPA will also set the cost of the reservation.

Reservations are generally accepted on a first-come, first-served basis. However, the HPA maintains the right to revise or cancel a reservation at the sole discretion of its Executive Director.

A reservation may only be approved where safe, legal parking spaces exist, whether striped or unstriped. A reservation may not be approved if the nature of the reservation (location, duration, etc.) is in violation of any of the City of Hartford’s parking regulations. A reservation does not supersede any existing parking regulations in the reservation location, with the exception of metered payment, if applicable.

#### **Reservation Cost**

Except as may be otherwise provided herein, the cost of the reservation is determined by the location and duration of the request, plus a mobilization fee<sup>1</sup>, not to exceed \$50.00 per required mobilization. For reservations in locations with metered parking, the cost of the reservation (less the mobilization fee) reflects the cost of metered parking for the effective metered hours in that location, extrapolated for the duration of the reservation request.

By way of example, for a reservation in Downtown where metered parking costs \$2.00 per hour and effective metered hours are 8 am – 6 pm, the cost for a single space, single day reservation is \$20.00 plus the mobilization fee of \$50.00, as well as any applicable taxes. Additional spaces at that same location would maintain the \$20.00 cost per parking space per day (two parking spaces would cost \$40.00 plus a single mobilization fee of \$50.00 for both spaces, as well as any applicable taxes).

Except as may be otherwise provided herein, for reservations in locations without metered parking, the cost for a single space, single day reservation is \$10.00 per day plus the mobilization fee of \$50.00, as well as any applicable taxes.

For reservations in locations without striped parking spaces, a single space will be measured at a length of no more than twenty feet (20').

If a request is made for sequential days, a single mobilization fee will be applied for all reserved spaces. If a request requires intermittent scheduling, a mobilization fee will be applied for each series of day(s), corresponding with the need for the HPA to physically reserve the parking space(s).

Notwithstanding any of the foregoing and irrespective of any other provision herein, the Executive Director retains the right to waive or reduce the cost of a reservation at his or her sole and absolute discretion.

Payment for a reservation is required to be processed at least three days in advance of the date of the reservation and may be processed via credit/debit card or ACH/wire transfer. For established business entities within the City, payment may be made via check. However, personal checks will not be accepted for reservations requested by individuals.

### **Mobilization and Enforcement**

Once a reservation has been approved and the payment has been processed, the reservation will be added to the HPA's schedule. For reservations in locations with metered parking, reservation cones or temporary placards will be placed on the space(s) at least 24 hours in advance of the first day of the reservation. For reservations in locations without metered parking, reservation cones or temporary placards will be placed on the space(s) or at the location at least one full

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<sup>1</sup> The mobilization fee is a set-up cost incurred to organize and transport equipment to the location of the reservation request.

calendar day before the first date of the reservation. This will allow for parking enforcement should any other vehicles attempt to park in the reserved space(s).

During the time period that the spaces are reserved, the individual/business making the reservation shall promptly notify the HPA of any concerns or issues regarding the reservation.

The HPA may, in its sole and absolute discretion, review usage of a parking reservation to confirm adherence to its terms. Reservations that exceed approved terms may be subject to additional costs.

If a reservation has been approved and payment has been processed but the reservation is cancelled or modified at least one full business day in advance of the mobilization for the reservation, the full cost of the reservation may be refunded via the original payment method. If notice is received after the above-specified time period, the mobilization fee will be charged, as will the cost of each reserved space for the first day. If the reservation spans multiple days, the successive days, not including the first day, will all be refunded in full. The cost of the first day will be refunded only at the Executive Director's sole and absolute discretion, depending on when the cancellation notice is received and the HPA's ability to remove the reservation cones to allow for public use of the space(s).

The HPA is hereby empowered and authorized to effectuate and/or further this policy using such forms and other documents as may be reviewed and recommended from time to time by the City of Hartford's Office of the Corporation Counsel in consultation with HPA's Executive Director and/or his or her designee.