

Meter Rental

Meter rental is a privilege extended to allow providers of commercial services to park vehicles necessary in the performance of a service, on an intermittent / temporary basis, near the work site where off-street parking is not available or is inadequate. Vehicles parked at rented meters are permitted only as required to perform a service. Meter rentals shall not be used for general employee, convenience parking, or by street vendors. Metered spaces can be rented for construction-related projects, funerals, weddings, or moving in/out of properties.

Meter rentals are based on availability. A maximum of 4 spaces can be rented for not longer than a maximum of 5 days. Meter rentals may be recalled at any time for the convenience of the Town. Meter rental signs may not be used at spaces posted for a 15-minute limit. Approval from the Deputy Chief of Police is required for any rental over the allowable number of spaces and length of time.

Town policy prohibits the renting of parking spaces in the Downtown Business District between the day after Thanksgiving thru New Year's Day and during the "Sidewalk Sale" period.

A "Right of Way" permit is needed to be obtained from the Highway Division of the Department of Public Works before a Meter Rental permit can be issued.

Rental Fees

The meter rental fee is \$50.00 for a single headed meter and \$100.00 for a double headed meter, per day, which includes CT State mandated sales tax. The rental fee will be billed on the basis of six (6) day week (Sundays and Town Holidays are excluded). In the event of a funeral or not-for-profit special event, the Department may waive the meter rental fee.

It is the responsibility of the renter to post all necessary signs after 5:00 p.m. the day before the parking space is needed and no later than 9:00 a.m. on the day the space is needed.

The renter is required to ensure that the work-site and the surrounding areas are clean and clear of debris that may cause public safety hazards. Fire hydrants must remain unobstructed. Upon completion of the job or event, the renter must clean the site thoroughly and remove any remaining signs or flyers.

The renter is financially responsible for any Town of Greenwich equipment that is damaged. In addition, any Town property that has been removed from the work-site must be replaced. This includes, but is not limited to, traffic and parking signs and other pavement markings.

Enforcement of Rented / Reserved Meters

Renting parties are responsible to monitor the spaces for authorized vehicles. If an unauthorized vehicle is parked in a reserved space, the renting party should contact the Department of Parking Services at 203-618-3060 during normal business hours, Monday thru Friday between 8:30 a.m. and 3:00 p.m. A Parking Enforcement Officer will be dispatched to ticket/tow vehicle. On Saturdays, please call the Greenwich Police Department.

The renting party must present a copy of the paid receipt to advise the Enforcement Officer which vehicle is to be removed. Meter rentals are used to reserve spaces during parking enforcement hours, Monday - Saturday 9:00 a.m. – 5:00 p.m., Sundays and Town Holidays are excluded.

Refunds

Department policy does not allow for refunds for meter rentals; however, provisions allow for rescheduling. In the event that a construction project, wedding, special event or move is cancelled, or reserved spaces are not needed ALL permits must be returned to the Department of Parking Services no later than 9:00 a.m. on the date of the permit and a new permit with the new date will be issued. Any permits returned after 9:00 a.m. on the scheduled date will not be rescheduled or refunded.

Abuse of Meter Rentals

The Department also reserves the right to void the permit in events that any renter is found abusing the Department's policy regarding Meter Rental and may be barred from future meter rentals.

For additional information, contact the Department of Parking Services at 203-618-3060.

[Parking Meter Rental Application](#) (pdf)