

PLEASE READ – IMPORTANT

PLEASE MAKE SURE INFORMATION PROVIDED ON PERMIT APPLICATION IS LEGIBLE AND COMPLETE

- Parking stickers should be placed on the lower left back glass or bumper (driver's side) of the vehicle. The vehicle should be pulled forward into the assigned parking space so that the parking sticker is easily visible. NEVER back into the parking space.
- Spaces are accessible 24/7 until the renter no longer wishes to use the assigned parking space.
- One RESERVED parking space is assigned in each parking lot. If your assigned space is occupied by an unknown vehicle, park in the reserved space and notify the Rolla Police Department at 573-308-1213 or the Finance office so the improperly parked vehicle can be removed.
- If a temporary vehicle is needed, notify the Rolla Police Department at 573-308-1213 and the Finance office as soon as possible. The parking space number, type of vehicle and license plate number needs to be provided in the notification. If the temporary vehicle is being used for less than two (2) weeks, a new parking permit sticker is not needed. Notification is required to avoid citations for being unregistered or towing to remove from the lot.
- A waiting list is available for all parking lots and notification will be given by e-mail or phone when a space becomes available. In the event an individual is unable to be contacted, the individual will be removed from the waiting list. If a parking space is accepted, the application should be completed immediately and the parking sticker picked up within three (3) business days. Failure to complete the process within the allotted time will forfeit the parking space and the individual will be removed from the waiting list.
- The City reserves the right to relocate any parking space and/or revoke any application or renewal.

If you have any questions, please feel free to contact the Finance office.

Thank you,

City of Rolla
Finance Department
PO Box 979
Rolla, MO 65402
rollaparking@rollacity.org
573-426-6983

HOLD HARMLESS AGREEMENT

I/we, _____, agree to protect, indemnify, save and keep harmless the City of Rolla against and from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property whomsoever and whatsoever. I/we agree to protect, indemnify, save and keep harmless the above-mentioned party from any and all claims, costs or expense arising out of any failure of the Contractor in any respect to comply with and perform all the requirements and provisions agreed to and required by any law or ordinance, during the period covered by the parking permit assigned by the City of Rolla.

Applicant Name

Signature

Finance Representative

Signature

