

Oakland Avenue Presbyterian Church
Parking Lot(s) Policy Statement

Adopted by the Property Committee on May 15, 2006

It is the policy of Oakland Avenue Presbyterian Church that all parking lots are for the private use of church members and for visitors to the church. The parking spaces that are designated for "Special Needs" such as handicapped, special assistance, visitors, and bus/van are not to be violated by individuals who do not meet the criteria for these specific parking spaces.

Exceptions to this policy may be granted from time to time for unusual circumstances. Those wishing to be granted an exception to the church parking policy are required to make their request in writing to the Church Business Administrator (CBA). The CBA will forward the request to the Property Committee for review and consideration. The CBA has the authority to allow a temporary, 30-day, exception to the policy. The Property Committee will be notified when an exception has been granted. The committee will decide if a long-term exception should be granted.

First time violators of the policy will be given a written notice letting them know the parking lot is for members only. Their vehicle tag number will be kept on a Parking Lot Violators log. Second time violators will be given a FINAL NOTICE in writing informing them again that the lot is for the members of Oakland Avenue Presbyterian Church and that their car will be towed if they violate the policy again. The Final Notice also includes the name and phone number of the towing company. The Property Committee Chair and the Church Business Administrator will make a determination whether to have third time violators of the policy towed.

Oakland Avenue Presbyterian Church members are encouraged to purchase a decal (for \$1.00) that will identify their vehicle as belonging to an OAPC member.

A file will be kept and maintained by the CBA in the church office. The file will contain the following:

1. Parking Lot Policy.
2. Forms for requesting an exception to the policy.
3. List of approved exceptions.
4. Log with tag numbers of violators.

**Request for an Exception to the
Oakland Avenue Presbyterian Church Parking Lot(s) Policy**
(Please submit your request to the Church Business Administrator)

Name of Requestor _____ Date _____

Address _____ Phone _____ Email _____

Exception Period of Time: From _____ To _____

Number of Vehicles Involved: _____

Reason for Exception: _____

Exception Granted: _____ **By:** _____
Date

Exception Granted For: _____
Date(s)

Property Committee Notified & Approved: _____
Date

Long Term Exception Granted by the Property Committee: _____
Date

Hold Harmless Agreement

All those using the facilities and furnishings, and on premises, agree to indemnify and hold harmless Oakland Avenue Presbyterian Church (OAPC), its employees, agents, officers, and representatives from any and all claims, suits, actions, proceeds, loss, costs, and damages of every kind, including reasonable attorneys' fees and litigation expenses, which may be brought or incurred by OAPC on account of loss or damage to any property of or for injuries to or death of any person(s), caused by, arising out of, or contributed to, by reasons of any act, omissions, mistake or error, negligent acts, or willful misconduct of those using the facilities and equipment, and on premises, their employees, agents, representatives, or contractors, their employees, agents, representatives, with or incident to their agreement, or arising out of Worker's Compensation claims, except as required by law.

I have read and agree with the above agreement.

Signature of Requestor

Date