

**Collegiate Presbyterian Church**  
**Day Time SUMMER Parking Permit Application**

Collegiate Presbyterian Church (CPC) is happy that we are able to share our parking facilities with you. By signing this application, you are agreeing to the following arrangements that will be enforced by CPC.

1. Each person is issued one permit for each year or semester. The issued permit is for one person and one vehicle, and used only for the vehicle for which the permit was issued.
2. Rules and Responsibilities for CPC Parking:
  - a. CPC assumes no responsibility for vehicles or their contents when parked on church property.
  - b. Vehicles with purchased parking permits are not permitted to park in CPC parking lots on any Sunday from 7:00 am until 3:00 pm. Any vehicle with a purchased parking permit and no member parking permit in the lot at 7:00 am on Sunday will be towed at the owner's expense. If the permit owner is unable to remove the vehicle from the parking lot by 7:00 am on Sunday due to special circumstances, they must notify the church office no later than 3:00 pm on Friday. E-mail and phone messages are not checked after 3:00 pm Friday until the following Monday morning. Special Sunday circumstances must be approved by the church secretary and/or the administrative assistant.
  - c. **During the week for June 4 to June 8, CPC is having Vacation Bible School. This will require you to park in a different part of the lot during this week. We will give you more directions as this week approaches.**
  - d. There may be times, e.g., funerals, weddings, special meetings, etc., when the church has a need for all parking spaces. On those days or for a short time period, permit parking is not allowed. We will attempt to notify permit holders via e-mail as far in advance as possible.
  - e. All parking lots get plowed when there is an accumulation of more than 1 inch of snow. Until the lot is cleared NO parking is permitted in areas that have not been plowed. Student parkers are given an email notification of when and where to move their cars. Please be sure to check email regularly during snow fall. Cars will be towed at the owner's expense.
  - f. Permit owners who disregard the above responsibilities will lose their parking permit and may have their vehicle ticketed and/or towed. The towing and storage of towed vehicles is handled with Elmquist Towing Company, 2210 – 229thSt, Ames, IA 50010; Phone 515-232-6670 ([www.elmquistowingco.com](http://www.elmquistowingco.com)).
  - g. Make certain that your permit (with validity date) is visible every time you park your vehicle.
  - h. Vehicles not showing a CPC parking permit will be towed if found in any lot on a weekday.
3. If you need to speak to anyone about questions or special parking circumstances, contact either the church secretary or the church administrative assistant at 515-292-2063 or [secretary@cpcames.org](mailto:secretary@cpcames.org).

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I have read and agree with the above parking rules and responsibilities for my vehicle parked in the Collegiate Presbyterian Church Parking lots.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Local Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Vehicle License Plate Number \_\_\_\_\_ State \_\_\_\_\_ Permit # \_\_\_\_\_