

**Collegiate Presbyterian Church**  
**Day Time Parking Permit Form and Rules and Responsibilities**

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 or on Wednesdays from 2:00 pm to 8:00 pm. Any vehicle with a purchased parking permit and no member parking permit in the lot at 7:00 am on Sunday or 2:00 pm on Wednesday 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 or 2 pm on Wednesday due to special circumstances, they must notify the church office no later than 3:00 pm on the previous Friday or before noon on Wednesdays. E-mail and phone messages are not checked after 3:00 pm Friday until the following Monday morning. Special Sunday or Wednesday parking circumstances must be approved by the church secretary and/or the administrative assistant.
  - c. 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.
  - d. 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.
  - e. Permit owners who disregard the above rules and responsibilities may lose their parking permit or have their vehicle ticketed and/or towed. The towing and storage of towed vehicles is handled with Elmquist Towing Company, 2210 – 229<sup>th</sup> St, Ames, IA 50010; Phone 515-232-6670 ([www.elmquistowingco.com](http://www.elmquistowingco.com)).
  - f. Vehicles parked in a CPC parking lot during weekdays without a visible parking permit are subject to towing; permit owners need to be certain their permit is visible when parked in the CPC parking lot.
3. If you need to speak to someone about parking questions or special circumstances, contact the secretary (Victoria Knight) or the administrative assistant (Jenny Foley) at 515-292-2063 or email [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 # \_\_\_\_\_