

## Collegiate Presbyterian Church

### Parking Privileges Policy

Purpose For The Policy: Collegiate Presbyterian Church (CPC) is located in close proximity to the campus and facilities of Iowa State University (ISU) where there is high demand for short term parking by students, faculty and visitors. This policy is intended to provide guidelines for the control of parking in the parking lot(s) surrounding CPC. The Board of Trustees of CPC believes that it is important to control the use of the church's parking facilities. The primary purpose of the parking lots surrounding the church is to provide parking for members of the church when they are conducting church business or participating in church activities. The Board of Trustees recognizes the high demand for parking in the vicinity of the church and believes that defined rules are required to control the use of the parking lots by members and non-members of CPC. The Board also recognizes that the parking lots provide the opportunity for the church to generate income.

#### Definition Of CPC Parking Areas (SEE ATTACHED MAP)

- The parking areas at CPC are located on the South, North, and West sides of the building. The following descriptions by Row or Lot define specific areas within the three parking areas.
  - ❖ South Lot
    1. Row 'A' – Stalls along the south side of the South Lot.
    2. Row 'B' – Stalls along the north side of the South Lot (NOTE: There are handicapped spaces on the west end of this row).
  - ❖ North Lot
    1. Row 'C' – Stalls along the south side of the North Lot.
  - ❖ West Lots – The West lots and rows are divided by the island/berm in the portion north of the Hyland Ave Entrance Drive.
    1. Row 'D' – Stalls along the west side of the building.
    2. Row 'E' – Stalls along the east side of the island/berm south of the walkway to the main church entrance.
    3. Row 'F' – Stalls along the east side of the island/berm north of the walkway to the main church entrance.
    4. Lot 'G' – Stalls west of the island/berm and north of the Hyland Ave Entrance Drive.
    5. Lot 'H' – Stalls southwest of the building and south of the Hyland Ave Entrance Drive

#### Definition of CPC Parking Area Usage

1. None of our parking lots require a parking permit for scheduled worship services or other scheduled church functions that are open to the public. There are special circumstances such as funerals, weddings, special meetings when the church has need for all parking spaces. On these occasions, Signs will be posted and permit parking is not permitted.
2. 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.

3. Row 'B', Row 'D', Row 'E' and Row 'F' are designated for member parking with a permit when visiting the church during weekdays for church activities and church related business.
4. Lot 'G' and Lot 'H' are designated for student parking permit holders during weekdays (see further definitions for purchasing parking permits under Issuing of Parking Permits section).
5. Row 'A' and Row 'C' are designated for members with a member parking permit for 2 hours or less to visit the ISU campus and facilities.
6. "No Parking" signs will be posted for special events.

#### Issuing of Parking Permits:

1. Any member of CPC may obtain a member parking which permits parking for the member's own vehicle(s) according to the guidelines in the 'Usage' section above.
2. A limited number of parking permits are sold for Lot 'G' and Row 'F'. The sale of these permits begins the week prior to the beginning of classes for each semester and may be purchased by non-members for \$140.00 per semester. Members of CPC who are students at ISU or high school students taking college courses at ISU may purchase a semester parking permit at a reduced rate to be used with their member parking permit. These permits are limited to one per person, and issued for a specific vehicle.
3. Parking permits must be hung from the rearview mirror in the front window of the vehicle, or be plainly visible on the rear of the vehicle.

#### Rules and Responsibilities for CPC Parking:

1. CPC assumes no responsibility for vehicles or their contents when parked on church property.
2. Vehicles with purchased parking permits are not permitted to park in CPC parking lots on any Sunday from 7:00am until 3:00pm. 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 purchased 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 the previous Friday, since e-mail and phone messages are not checked after 3:00pm Friday until the following Monday morning. Special Sunday parking circumstances must be approved by the church secretary and/or the administrative assistant.
3. 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 – 229<sup>th</sup> Street, Ames, IA 50010; Phone 515-232-6670 ([www.elmquistowingco.com](http://www.elmquistowingco.com)).
4. Vehicles not showing a CPC parking permit will be towed if found in any lot on a weekday.
5. Make certain that your permit is visible every time you park your vehicle.