

Melrose Community Church Parking Policy

- The Melrose Community Church parking lot is private property and is intended for the use of members, adherents, staff and/or visitors who are attending the church, for services, meetings, small groups and other matters.
- Our church operates on the giving of our adherents. We are not funded by a central body. The costs of maintaining and plowing our parking lot are expensive.
- Parking spaces are limited, and church usage varies throughout the day and week.
- We wish to be helpful neighbours but must restrict parking so that we can guarantee parking for those in need: for example, our senior members who have meetings during the week.
- Any other use requires paid for, pre- arranged parking permission , issued by the church office.
- Parking is not available for non-church use on Sundays nor on Wednesday or Friday evenings.
- Authorized Parkers have a signed contract with the church They pay a reasonable fee that contributes to our costs, balanced with the fact we cannot guarantee parking will be available, the lot be plowed etc.
- Unauthorized vehicles, or those blocking other vehicles, may be ticketed, or towed away at the owner's expense.
- Church staff will monitor which vehicles are parked in the lot.
- We will provide one written warning letter (placed under a windshield wiper) of cars that are regularly using the lot without permission.
- Melrose Community Church assumes no liability for injury, damage, loss, or theft of vehicle, possessions, property or person, regardless of cause.
- Authorized Parkers must remove their vehicles if Melrose Community Church has a special event requiring use of the parking lot. The church will provide 24-hour notice by email should an event like this occur. Failure to comply will result in the vehicle being ticketed, or towed. Parkers are responsible to ensure the church office has their current email address.
- Christmas Eve, Christmas Day and Good Friday are annual days when Authorized Parkers must not park in the church parking lot. The church will not provide a reminder to Authorized Parkers. Authorized Parkers are responsible to be aware of these days and act accordingly. Failure to comply will result in the vehicle being ticketed, or towed.
- All vehicles are to be removed from the parking lot after snow falls to allow snow removal.
- In the event of the Authorized Parkers profile information changing : for example, vehicle model, license plate number, address change, email or telephone number change, or change to payment mechanism, it is the responsibility of the Authorized Parker to promptly notify the church office by email in order to avoid their vehicle being ticketed, or towed.
- Parking concerns may only be raised by email to the church email or church office phone number.

- Melrose Community Church will provide 30 days notice if terminating authorization to park in the church parking lot. No refunds will be payable if an Authorized Parker decides to withdraw from the agreement.

Note: the parking lot is snow plowed by an independent contractor. Melrose Community Church cannot guarantee when snow will be cleared. During snowy weather there are fewer parking spots available.

Guidelines

- The parking lot must have clear signage to ensure use and restrictions are clearly posted.
- Repeat policy offenders will have their vehicles tagged/towed at owner's expense.
- The parking lot policy will be issued in the bulletin, published on the church website and will be re-issued as needed to remind the community of the policy and guidelines. Our tone will be polite and reasonable.
- Fees will be moderate. We are a not for profit organization , we wish to be good neighbours and our lot is not maintained or staffed in the way for profit parking lots are. For example, we cannot guarantee that the lot will be plowed, that a spot will be available, or take action if one car is blocked by another.
- Our priority is to have parking readily available for people participating in the life of the church.