

Guidelines for Parking Permit Program

INTRODUCTION

In order to maximize the use of our parking lots by those involved with UBC activities and minimize the number of unauthorized parkers, parking permits will be issued to members and regular attendees of UBC. Permits will be used to facilitate identification of authorized and unauthorized vehicles, particularly when UBC lots are cleared by towing prior to church activities such as Wednesday evening programs, Sunday Bible Study, VBS, funerals, weddings, etc.

I. Guidelines for Administering the Program

- A. Each decal will be numbered and kept in a database in the church office. Basic registration information (e.g. name of member/guest, type of automobile, license plate number, etc.) will be obtained prior to the issuance of the decal. These data will be kept confidential.
- B. Volunteers will be asked to assist with the start up of this program.
- C. Members and regular attendees will be requested to display a UBC parking decal on the left rear window of their vehicle(s).
- D. Parking decals will be provided at no cost to individuals.
- E. Decals will be issued for multiple family vehicles, if requested.
- F. Persons/groups which tend to turn over frequently (e.g. Jubilate Steering Committee) will be issued UBC hang tags by the Church Office using a similar registration system. Those who are issued hang tags will be asked to return them to the Church Office when they discontinue their affiliation with UBC.
- G. Persons who loan or transfer their decals/hang tags to others without specific approval by the Church Office may have their permits withdrawn.
- H. Members/guests will be requested to remove their parking decals before selling/trading their vehicles.
- I. Every reasonable effort will be made to identify the owner of vehicle without a permit before the vehicle is towed.