

Cameron House (CH) Parking Lot Policy and Guidelines

The goal of the *Cameron House (CH) Parking Lot Policy and Guidelines* is to help create a common understanding around expectations and responsibilities as we use this wonderful resource together. We would like all users to practice these things when using CH parking spaces:

- Be courteous
- Practice two-way communication
- Practice patience
- Be appreciative

The CH Parking Lot and Side Yard are for the purposes of CH programming, staff and events hosted at 920 Sacramento Street. Parking for events and activities at the Presbyterian Church in Chinatown can be requested and we will accommodate when possible. Access to the parking lot for all users is a privilege and not a right.

CH programs and related-events will take priority over other requests that are routine, one-time, or otherwise. CH programs and events can happen any day of the week, including weekends. When different groups or individuals of the Presbyterian Church in Chinatown would like to request parking spaces, please follow these steps:

How to Make a Request

1. To increase the chance of request approval, please inquire at least 10 business days before your event/activity.
2. To make a request, contact the CH Office Manager, Mary Wong Leong, at [<mary@cameronhouse.org>](mailto:mary@cameronhouse.org), and at (415) 781-0401, ext. 120.
3. Include the date, time frame, number of spaces, and the event or activity on your request.
4. Note: Routine PCC Parking Lot Use on Sundays from 9:00 am to 3:00 pm is a standing agreement and does not require additional requests. There may be Sundays when the lot will be unavailable for PCC use. If so, PCC representatives would be notified as soon as possible.

Your Responsibilities When Parking:

- Park in slots first, keeping all parts of your vehicle (tires, side view mirrors...) between the painted lines. Back your car into the parking space, if at all possible, for more ease when exiting.
- Please reserve the handicap parking spots when at all possible. If you are parked in the handicap parking spot or the one next to it by the fence, and someone with a blue or red handicap parking placard arrives, you might be asked to move your car.
- If all slots are filled, you may block other cars. Park at the rear (west) end of the lot first.
- ALL vehicles in the lot must have a clear and legible note on their dashboard listing:
Name and Cell Phone Number

- If called, you need to come up to the parking lot within 5 minutes - so that means your phone needs to be kept on, and you will need to pick-up the phone and answer.
- You are responsible for moving your car, or having your car moved. Please do not leave your keys at the Front Desk.
- If your vehicle makes impact with another vehicle or CH fence/gate/pole, please contact the owner (driver or Cameron House) before leaving. If the owner cannot be reached, please leave a note with your name, contact number, time and date of incident, and any other relevant information on the other vehicle, or in the CH mailbox located on the front door.
- Even though everyone tries their best to adhere and follow this policy and guidelines, there will be instances where your car will get stuck in the lot, and you won't be able to move your car out of the lot when you need to. Please take this into consideration each time you park in the lot.
- Before parking at CH, consider that you might be asked to move your vehicle in a timely manner at anytime, and this could take anywhere from 5 - 20 minutes, which could impact the activity you are involved in.
- Closing/Securing the Joice Alley Gate: On Sundays by 3pm, the gate should be closed regardless of the number of vehicles in the Lot. Please open the two lights (switches are located on the west wall) before you exit; then close the gate.
- Closing/Securing the Side Yard Gate: For safety and security reasons, please close the gate during the hours of 9:00 am - 3:00 pm; last driver out should close and lock the gate.
- Parking in the lot is at your own risk. This means Cameron House and its staff are not liable or responsible for:
 - Damage to your vehicle (including but not limited to collisions or break-ins)
 - Damaged, lost, or stolen property as a result of using the parking lot
 - Inability to exit the lot in a timely manner
- Please note in regards to Sunday parking lot situations, that CH staff - even though staff might be present - are not expected to take care of parking lot issues.

**Drivers found to repeatedly take advantage of this parking privilege and not follow this policy and these guidelines will lose parking privileges on the premises for a period of time.*

Reporting:

- In the event of an emergency, call 911.
- For non-urgent issues, please contact the Office Manager at (415) 781-0401, ext. 120, or <mary@cameronhouse.org>. The Office Manager will get back to you as soon as possible.

Thank you for your understanding and cooperation!

May 22, 2017