

Sample Parking Procedure

The issue of Parking can present many risks for a member of the Risk Pooling Trust. These risks include the following:

- Accidental collisions due to existing parking arrangements and traffic flow.
- Accidental damage from trees such as branches or limbs falling due to wind storms.
- Accidental damage due to baseballs from sporting events.
- Vandalism.
- Theft and / or break-ins.
- Personal safety.

Members of the Risk Pooling Trust should evaluate their parking lots and identify potential risks and solutions to better manage the risk. It will be difficult to eliminate all risks, however, an evaluation and assessment could prove to be beneficial.

In addition, most members do not have formal procedures or policies regarding parking. Depending upon your level of risk, it may be desirable to develop formal procedures and policies regarding parking and to communicate these to your drivers and others who may park on your premises.

The following information is an example of formal parking procedures which can help your organization better address parking lot risks.

General Parking Rules

1. Owned vehicles must be parked in designated areas only.
2. Over-night parking is allowed in _____ with appropriate permits.
3. Visitors shall park in the _____ lot.

The following lots are restricted as indicated:

Rose Lot - Reserved for religious community

Cherry Lot - Reserved for employees

Acorn Lot - Gated area reserved for guests

Orchard Lot - Reserved for students.

Dogtail Lot - Overnight parking allowed

Special Needs Lots - Reserved for students, guests, and staff with a special needs permit

4. All motor vehicles parked on [Insert Member Name] properties must be currently registered by the state of origin and in operable condition. Boats, snowmobiles, trailers, campers, etc. cannot be stored or parked in parking areas.

Enforcement

1. Enforcement of parking rules and regulations is by the Administrative Services Office. Fines are payable to [Insert Member Name].
2. Permit enforcement is done Monday through Friday. Enforcement of no parking zones, fire lanes, and handicap parking will be continuous.
3. Persons who obtain three or more unpaid parking violations or notices may be subject to additional penalties, including booting or towing of vehicle. The registered owners of such vehicles shall be responsible for related costs. Multiple unpaid parking offenses may result in suspension of parking permit and the privilege of using parking facilities.

Metered Zones

Metered visitor parking spaces are for visitors only.

Notice

[Insert Member Name] assumes no liability for loss or damage to vehicles or contents on our _ properties. All questions, concerns, and comments concerning parking procedures should be directed to the Administrative Services Office at (insert phone number).

Notice should be posted at entrance to parking lots or throughout the parking lot areas.