



You are an honored guest of Lake Washington United Methodist Church (LWUMC). We welcome you with the love of God, which we have known in Jesus. In addition to finding a safe place to stay, we hope you will become part of our community by participating in any of the programs, ministries or worship opportunities available. While you are not required to participate, this is our sincere invitation.

We have established this Safe Parking Program to provide a safe place for families and single women who are homeless with no place to stay except in their vehicles. In addition to a place to park, relax and sleep overnight without fear of harassment or arrest for trespassing, we intend to offer you:

- Dignity, respect and accountability
- Access to part of the building when it is staffed
- Regular invitations to participate in church sponsored activities and programs

For the safety and success of this program, we have established the following policies and rules. Failure to abide by them may result in a warning, restricted privileges and access to the building. Violation of rules 20 - 24 will result in your immediate exit from the program and LWUMC property. (Adults must initial after each of the following to indicate that they have read, understand and agree to abide by these guidelines.)

1. You are expected to keep your vehicle operational. It may not occupy more than one parking space. No RV's, campers or fifth wheels are permitted. Electrical hookup is not available. No extension cords may be run from the building. _____
2. Respect for the church facilities and grounds, church staff and participants, our neighbors and your fellow guests is a requirement of our program. _____
3. Quiet hours are to be observed from 10pm to 7am. At other times, your conversations and the volume of any audio or video devices being used in your vehicle, the parking lot, grounds or building must be kept low, so as to not disturb any of your neighbors. _____
4. Smoking is permitted only in the designated smoking area, and not allowed in your vehicle. _____
5. Littering will not be tolerated. Garbage may be disposed of in the small green dumpster at the end of the parking lot. Paper and plastic recycling is available in the small blue dumpster. Food waste and compostable items should be placed in the grey bins outside the kitchen. If you are uncertain, please refer to posted signs or ask for clarification. _____
6. Only people who have completed our background check and screening may park here or stay overnight; no friends or guests are permitted on church property during quiet hours (10 p.m. - 7 a.m.) _____
7. Do not park in specially marked spaces (e.g. *disabled, visitor, senior, etc.*) Vehicles parked in the West end of the parking lot (near dumpsters,) must be moved before 8:00 a.m. on school days. If parking in a space along the fence, please back in with your lights facing away from the neighbors. You may park on either side of the center parking island or back in with your headlights facing away from the neighbors. _____
8. Free wi-fi is available in the building and the parking lot. The name of the account is lwumcGuest. It does not require a password. _____
9. When the church building is staffed and open, you may use the bathrooms nearest the entrance of the church. Please leave the bathrooms clean. Do not remove toilet paper or paper towels from the bathrooms. If we are low or out of any paper products, please inform the church office immediately in person, by phone (425.885.3311) or by slipping a note under the door of the church office. A portable toilet is also provided for your use when the church is locked. Please make every effort to keep it clean for others who will be using it also. It is not to be used for anything except human waste. _____

10. The kitchen **may** be available for use 6-8 a.m. and 7 – 9 p.m. when an assigned host is present. It **may** also be available weekdays from 12 – 1:30 p.m. when church staff are present. You may store a small amount of perishable food (marked with your name and date) in the refrigerator in the Celebration Space. No food may be left out on counters or tables. The kitchen is off-limits Sundays 7:00 a.m. - noon and Wednesday 3:30 – 7:30 pm. In the event that the kitchen will not be available, we will do our best to share that information in advance. _____
11. The sanctuary, prayer/cry room may be used for prayer and meditation only. _____
12. The multi-purpose room may NOT be used at any time. _____
13. When a host or staff member is in the building, you are invited to be in the Celebration Space, if it is not being used by another group. You are welcome to eat in this room. Do not take food to other areas in the building. Do not take dishes or any other church property from the building. The building is not available when an assigned host or staff member is not in the building. _____
14. Do not take produce from the garden, unless it is your plot or you have permission from the owner. _____
15. If you have a pet, it must be under your immediate control at all times: either inside your vehicle or leashed. Pets may not roam free, make excessive noise, threaten or harm others. Clean up your pet's waste and dispose of it in the green garbage dumpster. _____
16. With the exception of food stored in the refrigerator in the Celebration Space, all other belongings must be kept in your vehicle. No tents, tarps, canopies or trailers are permitted. _____
17. On Sunday mornings, we invite you to join our staff and church leaders in parking your vehicle(s) on the street or off-site to create as much space in the parking lot for those coming for worship. _____
18. It is your responsibility to comply with all applicable Washington state laws with regard to driving your vehicle: current driver's license, registration and insurance. LWUMC will not be liable for any damages to or by your vehicle, since it is your responsibility under the law to carry insurance. If your vehicle is left unattended for more than five days, we will attempt to contact you. If we are unable to do so after seven days, your vehicle may be impounded (towed away at your expense – MAC towing, phone number 425-822-2800). Please request permission prior to any repairs or routine maintenance of your vehicle. _____
19. When meetings of the program are scheduled and announced, you are expected to attend. _____
20. Alcohol, marijuana and illegal drugs are prohibited. Problematic behavior related to alcohol or drug use may result in your being exited from the program and the property. If you have a problem with alcohol or drug addiction, we host 12-step and 12-step related groups Tuesday – Friday evenings _____
21. Firearms or weapons are strictly prohibited in the building and on church property. _____
22. No violence, intimidation or verbal abuse will be tolerated. Degrading ethnic, racist, sexist, homophobic or other demeaning remarks are not acceptable. _____
23. Children are invited and encouraged to participate in any church programs and activities. You and they will need to do so according to the guidelines of each program. When they are not participating a church program or activity, all children (any person under 18 years old) must be within eyesight of his or her parent at all times, both outside and inside the church building. _____
24. You are responsible for the safety and well-being of your children. You may not put your child in the care of other participants of the program or members or staff of the church while on the church property. You may not strike your child, as a form of discipline or for any other reason. We will be required to contact CPS if any of the rules regarding children are violated. _____

If you have questions or problems, please call one of the following:

- Sandi Hunt - 425. [REDACTED]
- Karina O'Malley - 425. [REDACTED]
- Pastor Kelly Dahlman-Oeth 425. [REDACTED]; email [REDACTED]@lwumc.com
- Jessi White, Office Administrator 425. [REDACTED]; email- [REDACTED]@lwumc.com

If you see or experience violent behavior or witness any illegal activity call the police immediately.
A copy of the LWUMC Safe Parking Program policies and rules has been given to me and I agree to abide by them. I understand that any violation of these rules may result in a warning or the immediate suspension of my privileges to park at LWUMC overnight.

I agree to hold LWUMC, the City of Kirkland, the agency that referred me _____, their officers, agents, and employees harmless from any injury to person or damage to property arising out of or in any way related to the use of the LWUMC - parking lot and building.

Printed name _____

Signature _____ Date _____

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Phone number to contact you (or to leave a message) _____

Emergency number _____

Email _____

Printed names and birthdates of all other persons staying with you in your vehicle.

Printed name _____ Birthdate _____

Printed name _____ Birthdate _____

Printed name _____ Birthdate _____

Printed name _____ Birthdate _____

Printed name _____ Birthdate _____

Printed name _____ Birthdate _____

Printed name _____ Birthdate _____

Make of Car _____ Model _____ Color _____

License Plate # _____ State _____

Insurance company _____ Policy # _____

Vehicle Registration _____