

FIRST CHRISTIAN CHURCH  
411 W. MATHEWS AVE  
STILLWATER, OK 74075-7517

**USE OF CHURCH PARKING LOTS POLICY**

**I. General:** The First Christian Church (FCC) parking lots were constructed with endowment monies and church funds. Therefore, it should be understood that scheduled church activities receive priority use of the church parking lots. When church activities are not scheduled, the church parking lots represent a source of funds not otherwise available that can enhance church programs and a source of legal liabilities (arising from the premises) that can deplete church funds and harm church programs. This double edge sword suggests that we should be prudent in granting organizations permission to use our parking lots.

The Administration Department should be the appropriate body to grant groups permission to use the church parking lots (they meet monthly and the property ministries coordinator is a voting member of this department)<sup>1</sup>. Non-FCC organizations may receive permission to use the church parking lots for parking only. FCC organizations may receive permission to use the church parking lots for fund raising projects, with all proceeds being accounted for annually. Either type of organization, non-FCC or FCC, must comply with the procedures delineated in item III below.

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Prior to the creation of this document, the 3M's class had been granted approval to use the church parking lots for fund raising during OSU men's basketball games and the Youth Ministries had been granted the same for OSU football games. Nothing in this document is intended to alter those relationships.

**II. Management of Parking Lot Use:** To oversee the use of the parking lots, the Administration Department will select a coordinator to coordinate the use of the church parking lots. The coordinator, with the help and guidance of the Administration Department, will have the authority for:

- (1) insuring scheduled church activities receive priority for using church parking lots.
- (2) maintaining a list of volunteers who have indicated their willingness to help with parking on the opportunities for service inventory.
- (3) controlling vehicle access to the parking lots prior to scheduled church activities, when competition for parking might exist.
- (4) reviewing a request to use the church parking lots to determine whether the request is complete and/or conflict exists. In case of a conflict, the coordinator will consult with the Administration Department before making a final recommendation.
- (5) submitting the request form and a recommendation to the Administration Department for the final decision.

In the event of unforeseen church activities, such as a funeral, the church may require the use of the church parking lots. The parking coordinator would notify the users of any change.

**III. Procedure to Obtain Approval to Use Church parking lot.**

- (1) Applicant should submit a completed request at least thirty days prior to the date the parking lot usage is requested. Requests of less than thirty days may be submitted; however, action on the parking lot usage request *cannot* be guaranteed. FCC groups will submit Form A (see Attachment A). Non-FCC applicants will submit a letter (see Attachment B).
- (2) Requests will be reviewed by the coordinator and then submitted to the Administration Department with recommendations for action.
- (3) The Administration Department will notify the applicant as to approval or disapproval.

**Approved by the Board of Trustees July 21, 2004**

**Attachment A**

**FORM A Request By FCC Group to Use Parking Lot**

( NOTE: Request must be submitted 30 days prior to date parking lot is requested )

**DATE:** \_\_\_\_\_

**NAME OF CHURCH GROUP:** \_\_\_\_\_

**REASON FOR REQUEST:** \_\_\_\_\_

\_\_\_\_\_

**DATE(S) & TIMES PARKING LOT REQUESTED:** \_\_\_\_\_

**PARKING LOTS REQUESTED:** EAST \_\_\_ NORTH \_\_\_ WEST \_\_\_ ALL \_\_\_

**CONTACT PERSON(S) [Name, Phone, Email]** \_\_\_\_\_

**IN THE EVENT OF UNFORSEEN CHURCH ACTIVITIES, WE UNDERSTAND OUR PERMISSION FOR USAGE MAY BE MODIFIED OR REVOKED.**

**\*\*\*\*\* FOLLOWING TO BE COMPLETED BY COORDINATOR \*\*\*\*\***

**REVIEW COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**RECOMMENDATION:** \_\_\_\_\_

\_\_\_\_\_

**\*\*\*\*\* FOLLOWING TO BE COMPLETED BY ADMINISTRATION DEPARTMENT \*\*\*\*\***

**APPROVED: YES**  **DATE:** \_\_\_\_\_

**NO**

**APPLICANT NOTIFIED: ( Date )** \_\_\_\_\_

**Attachment B**

**Letter Format for Request by a Non-FCC Group to Use an (the) FCC Parking Lot(s)**

(Should be submitted at least 30 days prior to the date the parking lot is requested)

Date \_\_\_\_\_

**First Christian Church**  
**ATTN: Administration Department**  
**411 W. Mathews Ave**  
**Stillwater, OK 74075-7517**

NAME OF ORGANIZATION: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DATE(S) & TIMES PARKING LOT REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PARKING LOTS REQUESTED: EAST\_\_\_ NORTH\_\_\_ WEST\_\_\_ ALL\_\_\_

GUARANTEED DOLLAR AMOUNT TO BE DONATED TO FCC : \_\_\_\_\_

**IN THE EVENT OF UNFORSEEN CHURCH ACTIVITIES, OUR PERMISSION FOR USAGE MAY BE MODIFIED OR REVOKED.**

**WE AGREE TO INDEMNIFY FCC FOR ANY PERSONAL INJURY AND/OR PROPERTY DAMAGES THEY INCUR BECAUSE OF OUR USE OF THE FCC PARKING LOTS  YES  NO**

**I (WE) UNDERSTAND THAT FCC WILL PROVIDE ME (US) WITH WRITTEN NOTIFICATION OF APPROVAL/DISAPPROVAL AND IF THE REQUEST IS APPROVED, WE WILL BE REQUIRED TO SIGN A WRITTEN AGREEMENT AS TO THE USE OF THE FCC PARKING LOTS.**

CONTACT PERSON(S) [Name, Phone, Email] \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF REQUESTOR: \_\_\_\_\_

\*\*\*\*\* *FOLLOWING TO BE COMPLETED BY ADMINISTRATION DEPARTMENT* \*\*\*\*\*

APPROVED:  No  Yes, subject to written agreement

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_