

STUDENT PARKING – APPLICATION PROCEDURE

Because our space is limited, because we want to be fair to everyone, and because the needs of our church programs come first in the use of our parking spaces, student parking permits will be assigned on a “first-come, first-served” basis. All valid applications will be processed. Permits will be issued until all spaces are filled.

PLEASE READ AND OBSERVE THESE INSTRUCTIONS CAREFULLY. Failure to do so will remove your application from the selection process.

1. Applications for student parking permits may be picked up from the church office or from the designated box on the north side of the building. Applications can be e-mailed. Applications will not be mailed.
2. Your application must contain all three of the following items:
 - a. A fully completed and signed Student Parking Application. (*See attached page.*)
 - b. Your full donation – cash, check, or money order. (*Please do not mail cash!*) Donations are **\$85** for a fall or spring semester, **\$40** for one summer session, and **\$85** for multiple summer sessions.
 - c. A self-addressed, stamped #10 envelope. This envelope will be used to mail your permit OR to return your application and donation if all parking spaces were assigned before your name was drawn.
3. Your application should be placed in a sealed envelope. Write “Parking” on the outside of the envelope. Applications may be dropped off at the church office OR mailed to Faith Lutheran Church, Attn: Properties Board, 931 East Main Street, Kent, Ohio 44240.
4. Completed applications for each session must be received in our office no later than ten (10) days prior to the first day of the session. Applications arriving after this date may not be included in the selection process.
5. Parking permits are issued for one fall semester, spring semester, or summer session at a time. You must go through a separate application process for each open semester or session.
6. Refunds are available during the first full week of classes minus a \$20 service charge. No refunds will be issued after the first Friday of classes. There are no refunds for cancelled or dropped classes.

All applications will be processed within two business days of receipt.

Thank you,
Faith Lutheran Church
Kent, Ohio
(May 2015)

STUDENT PARKING RULES

The members of Faith Lutheran Church of Kent make available limited use of their parking facilities as a courtesy for your convenience. Because our first priority is to provide parking for our church activities, and because space is very limited, the Student Parking Rules must be strictly adhered to by outside parkers to whom we extend this courtesy.

ENTERING AND EXITING THE PARKING LOT – Please enter from Luther Avenue and exit onto Main Street or Crain Avenue. Do not enter the parking lot from Main Street. *Doing so is a safety hazard and violators will have their parking permits revoked permanently.*

WHERE TO PARK – Please park in the designated spaces (marked with white lines) on the west side of our lot. No parking is permitted along the driveway of the Luther Avenue entrance, along the north side of the church building, or along the exit drive onto Crain Avenue. Do not take two spaces to park one vehicle. Pull all the way into the parking space to ensure adequate room for cars to move through the driving lane. Longer vehicles should park towards the back of the lot (near the dumpster).

HOURS FOR PARKING – You may park only during the hours listed on your original application. Overnight parking is absolutely forbidden for any reason – violators will be towed.

PERMIT DISPLAY – Approved parkers will be given a numbered permit to hang on their inside rear-view mirror with the printed information facing toward the windshield. This permit must be visible at all times when parking in our lot. If the permit is not visible, the car could be towed.

APPROVED VEHICLES ONLY – If you need to park a car other than one listed on the original application, the church office must be notified beforehand or your car could be towed.

CANCELLED OR DROPPED CLASSES – If a class is cancelled or dropped, you may try to sell your spot to someone else but it **MUST** be for the same times that you are dropping. The church office must be notified of any changes.

NO BAILMENT IS CREATED – Faith Lutheran Church of Kent, Ohio disclaims any liability for loss or damage to your car, its contents, injury to yourself or your guests, or from any cause while you are using the parking facilities.

TOWING COSTS – All towing will be at the owner's expense and risk.

OBEY ALL RULES – Failure to adhere to the above rules will mean the immediate cancellation of permission to park and/or removal of your car from the church property by towing at the owner's expense and risk.

Please remember that the parking lot is for the use of church activities first. We ask your consideration when we have to cancel parking on a particular day due to an emergency such as a funeral or an unexpected meeting. We will try to give as much notice as possible.

Permission to park may be withdrawn or suspended by us at any time for any reason.

Keep this copy of the Student Parking Rules for your records!

STUDENT PARKING APPLICATION

Please print clearly

Name: _____

Street Address or PO Box: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____

Email address: _____

(Please note: Email addresses may be used to send notifications when parking will not be available due to an unscheduled church event. Please list an email address that you access daily.)

I have read the Student Parking Rules. I understand them, have been given a copy of them, and agree to abide by them:

Signature: _____ Date: _____

You are not done! The application is continued on the back of this page.
Incomplete applications will not be processed.

Church Use Only

Permit issued.

Permit Number: _____ Date permit mailed to
applicant: _____

Permit denied.

Reason:

Vehicle Information

Vehicle #1 Make/Model: _____ Color: _____

License Plate # _____ Type (circle one): Car Truck Motorcycle Van SUV

Vehicle #2 Make/Model: _____ Color: _____

License Plate # _____ Type (circle one): Car Truck Motorcycle Van SUV

Vehicle #3 Make/Model: _____ Color: _____

License Plate # _____ Type (circle one): Car Truck Motorcycle Van SUV

Start Date _____

End Date _____

Requested Hours for Parking

Day of Week Hours (Please be specific)

Monday _____ to _____ _____ to _____

Tuesday _____ to _____ _____ to _____

Wednesday _____ to _____ _____ to _____

Thursday _____ to _____ _____ to _____

Friday _____ to _____ _____ to _____

Final Instructions

Detach this application from the Student Parking Rules. Keep the Student Parking Rules for your records. Return this completed application, your donation, and a self-addressed, stamped #10 envelope to the church office either in person **or** by mailing it to:

Faith Lutheran Church, Attn: Properties Board
931 E. Main St.
Kent, OH 44240.