



# Lake Washington

## UNITED METHODIST CHURCH

### Safe Parking Agreement - Program Information

Welcome! You are an honored guest of Lake Washington United Methodist Church.

Our purpose is to provide a safe space for adult women and people with children who are living in their cars. We have set out some rules and procedures for the comfort and safety of our guests, church family, staff, and neighbors. Please review and follow the items outlined below.

#### Rules:

- Alcohol, marijuana, illegal drugs, firearms, and other weapons are never allowed on property.
- Treat everyone with respect and dignity.
- Listen to and abide by any instructions given by church staff and hosts.

#### Parking Lot Procedures:

- Where to park? There are no reserved parking spaces. You are allowed only one car, and it needs to fit in one spot. When possible, leave an open spot in-between. Do not park on the fence line (to the north). When preschool is in session from Sept to June you cannot park west of (to the back of) the 2 silver poles after 8:30am. Do not park in marked spots (visitor, senior, etc.)
- On Sunday 9am to Noon, do not park in the parking lot unless you are attending church.
- Do not run your engine while parked in the lot at any time—this creates noise and pollution for other safe parkers and our church neighbors.
- Let us know if your car will be unattended for more than 2 days (cars may be towed at your expense).
- Please keep all your items inside your car. No cooking or propane heaters or anything burning are allowed in the parking lot.
- Keep vehicle operational including up to date driver's license, registration and insurance.
- No RVs, campers or 5<sup>th</sup> wheels in the program.
- Let the host know if you need jumper cables.
- Keep noise down and be considerate of neighbors. Quiet hours are 10pm-7am (no visitors)

#### Building Procedures:

- Rooms available for use: Celebration space, kitchen (during posted hours), and library. If there are renters in the celebration space/kitchen you will receive notice of an alternate room for use.
- Bathrooms: please help keep them clean, no hair or clothes can be washed in the sinks.
- No outside electrical outlets or extension cords may be used at any time

#### Kitchen specifics:

- In the kitchen: If you use it, clean it!
- Wash all dishes and then put in the dishwasher (dishwasher sanitizes only). Wash all pots and pans, dry and put away. Dishes should be in the dishwasher by 8:45 so the host can run it and close by 9.
- We have trash, compost and recycle—ask if you need help with sorting.
- There are 2 refrigerators. The one on the left is for donated food which is available for all to use. The

fridge on the right is where you can label food with your name and date. Please dispose of older food.

- How you can help the host: Put away clean dishes from dishwasher, take out trash and recycling, wipe down counters, sink, and tables as needed. Please help keep the building and kitchen clean. Sometimes this means helping with a mess that you didn't create.
- Kitchen is only open when there is a host, so just ask the host if you have any questions.

Do you have a pet?

- Your pet must be inside your vehicle or leashed and in your control at all times.
- There is a dog run where you can let your dog off leash, but you must remain with your dog.
- Pets are not allowed in any carpeted areas of the building, which includes the library.
- Always pick up after your pet immediately, bag it, and dispose of in the garbage dumpster.
- You are expected to monitor your pet's health and ensure they have proper food, water, exercise, and vaccinations.

Do you have children?

- Children always need to be in your site while on church property.
- Striking your child, even as discipline, is not permitted.
- Please wrap soiled diapers and place in the garbage dumpster.

Do you smoke or vape?

- Designated smoking/vaping area is located on the grass between the entrance and exit lanes. Do not smoke or vape in your car or anywhere else on church property.
- Smoking, even in this area, is prohibited if the Sanctuary windows or doors are open.

Key times:

- Kitchen, celebration space, bathrooms, and library open generally from 9am – 11am and 7pm – 9pm. Any changes will be communicated via weekly email and schedule which will note if alternate spaces are available.
- Celebration space, bathrooms, and library open Mon-Fri 9am—3pm on most days.
- Office hours (Jennifer): 12:30pm-3pm
- Safe Parking Guest Meeting once a month (usually 1<sup>st</sup> Thursday at 7:30pm).

Important Information:

- Program Director: Karina O'Malley call/text: 425.922.8051 email: [kcfom@hotmail.com](mailto:kcfom@hotmail.com)
- Wi-fi password: Welcome-guests!

**Hosted Hours:**

9am – 11am Saturday  
8:30am-9:30am Sunday  
7pm – 9pm Daily

**Building Hours:**

9am-3pm Monday – Friday

**Office Hours**

12:30pm-3pm Monday - Friday

All hours are subject to change based on events and staffing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_