

Safe Parking Program Information

WELCOME!

We are glad you found us. You are an honored guest of Lake Washington United Methodist Church. We offer a safe place for adult women, trans people, and any group with a child, who are living in their vehicles.

Because other programs and schools also use our church building, you will see different groups of people on the property and using the parking lot. Each program follows carefully written guidelines, specific to their purpose, to ensure the comfort and safety of all guests, church family, staff, and neighbors.

WHAT TO DO FIRST

* Take a few minutes with the host who can give you a tour of the building and grounds, including: office; restrooms; refrigerators, food, beverages, plates, and utensils; bins with toiletries and other necessities; list of other supplies we have; white board and bulletin board with information; outside areas mentioned in the guidelines, like dog run, smoking area, wooden fence, silver poles, garden beds, dumpsters, and compost bins.

* Park your car. Find an open slot that is NOT by the wooden fence (farthest strip from the church) and NOT in a designated spot (e.g. visitor, senior, etc.). If possible, leave an open spot between other cars. Spots to the west of the silver poles are only available overnight.

* Read the attached information, being sure to ask any questions you might have. After filling out the information requested on the last three papers, sign them and return to a Host or the church office.

Important Information:

Office: Jennifer Hover landline 425.885.3311 email: office@lakewaumc.org

Program Director: Karina O'Malley call/text: 425.922.8051 email: karina@lakewaumc.org

Wi-fi password for lwumcGuest: Welcome-guests!

Hosted Hours:

9am – 11am Saturday

8:00am-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.

LWUMC Safe Parking Program Agreement

Rules and Procedures

We have developed some rules and procedures for the comfort and safety of our community. Please review and observe 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 your car and the next car. Do not park by the wooden 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 9:30am 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 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.
- Propane heaters are not allowed. No cooking or burning anything in your car or on the grounds (except cigarettes in the designated smoking area.)
- Your car must be kept operational. Keep your driver's license, registration, and insurance up-to-date.
- No RVs, campers, or 5th wheels are allowed in the program.
- We have a jump box available for use. We also have a fund to help with car repairs.
- Keep noise down and be considerate of neighbors. Quiet hours are 10pm-7am (no visitors)
- All your personal items must be inside your car at all times. No items are to be stored outside of your car.

Building Procedures:

- Rooms available for use: Celebration Space, kitchen (during hosted hours), front bathrooms, and library. If there are renters in the celebration space/kitchen, we will try to provide an alternate space.
- Bathrooms: please help keep them clean, no hair or clothes can be washed in the sinks.
- There are outlets for your use inside, and outside under the white round bench to the right of the front door. You must stay with your items while they are charging. No other outside electrical outlets, or extension cords may be used at any time.
- A weekly email is sent to guests with the schedule and useful information. Please email karina@lakewaumc.org to make sure we have your correct email address. This is also posted on the bulletin board by the front bathrooms.

Kitchen specifics:

- In the kitchen: If you use it, clean it! Do not leave dirty dishes outside the kitchen, which means you need to plan for when the kitchen is open.
- 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 8:45pm so the host can run it and close by 9.
- We have trash, compost and recycle—ask if you need help with sorting.
- Please wrap soiled diapers and place in the garbage dumpster outside.
- 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. You may re-date your food, food with a date older than 2 weeks may be thrown away without notice.
- How you can help: Empty the dishwasher, take out trash (including outside bins) 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.
- Ask the host or office staff 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 in the front yard 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 put it 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 sight while on church property.
- Striking your child, even as discipline, is not permitted.

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

GETTING MAIL AT LWUMC

While you are a guest at LWUMC, you may receive mail at:

[Your Name]

7525 132nd Ave. NE

Kirkland, WA. 98033

· You may pick up your mail Monday-Friday between 12:30 PM and 3:00 PM. If you are unable to come during this time, call the office 425 885 3311 or email office@lakewaumc.org to make other arrangements

- You are responsible to come check if you have mail at the front office.
- We will not call or text you when you have mail.
- We cannot give your mail to anyone but you unless you notify us ahead of time.
- People not enrolled at LWUMC may not receive mail at LWUMC.
- We will only hold delivered mail for 30 days.

When you leave, please let the office know.

- If you have a forwarding address, we will forward mail to you for 3 months.
- We do not forward magazines, junk mail, or packages.
- If you do not have a forwarding mail, you must pick up your mail at least once a month.
- When you leave the program, you must call each person/business that has sent you mail and give them your new address.
- Please remember that if you use our address for a driver's license all tickets, tolls, and civil/criminal penalties will come here, and we hold mail for 30 days before we return it to sender. If you do not pick up your mail on a regular basis, this could cause late fees/license suspensions/warrants.
- You will not be able to fill out a forwarding request at the post office from our address. The post office will not forward from a business address. You may give your forwarding address to the LWUMC office and we can forward by hand for 3 months.