

Policy No UH 006

Use of St. Teresa's Car Park

Introduction

The Church provides the car park for the primary use by Church members, the teachers and parents of the school, and users of the Club. When we book the Club for a meeting, the use of the car park is part of the contract. When we seek to use the car park on any other occasion – for day trips or overnight trips – we do not fall into any of those categories and using the car park must be regarded as a privilege.

This privilege can be withdrawn on those relatively rare occasions when there is a clash of usage.

We should avoid using the car park between the hours of 8.30-9.30am. At this time, there is constant flow of parents bringing children to school so we need to limit the flow of traffic as best we can. Cars already parked before 8.30am are fine.

For safety reasons, it is important to use a one-way system for entering and leaving the car park. Cars should leave via the narrow road which is situated past the church, following the signage.

Speakers Meeting and Coffee Morning (3rd Tuesday and 1st Thursday of the month)

Members are requested not to turn up before 9.45am. Group Leaders will need to arrive earlier, but should not park in the teachers reserved area (see attached sketch). After 9.30am any spaces not used by the teachers will be available for U3A members.

Seeking Permission for use of the car park

There is a practical problem with seeking permission to use the car park for trips. U3A trip organisers can make their plans anything up to 18 months in advance of the trip. In most cases, it would be 2/3 months in advance of the date of the trip that a clash becomes apparent. In some circumstances, e.g. a funeral, it may be only a few days before the trip that the clash emerges. It is, therefore, not possible for the Parish Administrator to grant final permission at the time the trip organiser would normally make a request.

The trip organiser has a choice – either he/she can arrange to **not make use** of St. Teresa's car park for the trip, or arrange to **make use of it** recognising that the Parish Administrator may withdraw permission at a late date due to clashes and alternative arrangements will then have to be made.

The Car Park Liaison Officer

A u3a member will become the Liaison Officer, who will maintain communications with the Parish Administrator over the use of the car park initially. Trip organisers should email the following information to the Liaison Officer: -

- Date of trip, and length of time of use of car park.

- Likely Number of persons on the trip and cars requiring parking*.
- Name and contact details of the trip organiser(s).

The Liaison Officer will provide this information to the Parish Administrator, the Club Secretary and the Head teacher in the form of a calendar.

The Parish Office keeps a diary of car park usage to avoid clashes between organisations organising events. The Parish Administrator will inform the Liaison Officer if there is a clash and this person will then contact the u3a trip organiser.

One week before the trip, the trip organiser should complete the Car Park Request Form, which is in every Group Leaders Pack and post this in the letter box at the Parish Office together with any donation.

Note: You do not need to supply vehicle registration numbers, just the number of vehicles wanting to park.

Day-Trip Usage

Day-Trips usually involve one or more buses coming to St. Teresa's to collect our members. Group Leaders and Trip organisers should not allow buses/coaches on the car park and departures should be not be timed to leave between 8.30am and 9.30am. If a trip has to leave before then – and please do your best to avoid it – the buses/coaches should park on the road in front of the car park well clear of the front of the school and car park entrance. This is to avoid clashes with parents and children walking across the car park to enter school.

Group Leaders should make it clear that, where possible, members should share cars to minimise the number of cars parked on the car park. Car parking should be supervised to ensure cars are safely parked in the designated area and to make new members aware of the system.

Overnight Trip Usage

Overnight parking is allowed using the same procedure as for day trips, in agreement with the parish office.

Parking for longer than one night is not allowed.

Parking Space Allocated to u3a

The first area allocated is the little used path leading up to the church (adjacent to the entrance to the car park) where up to 8 cars can be parked, thereby reducing the number of cars to be parked on the Main Car Park.

The second area allocated for parking is the part of the car park facing the School from the flag post down to the bottom corner, in two closely parked rows, double-parked as necessary. It is an individual member's responsibility to ensure that non trip users of the car park are not blocked in.

There should be no more than 20 cars in total.

The U3A Car Sticker

The Management Committee have provided every member with a U3A car sticker. Members should place this sticker in the car and it **must** be displayed at **any** time they wish to park at St. Teresa's. This means that a car parked by a U3A member is identifiable. Stickers are available at the membership desk.

The use of the sticker simplifies the trip organiser's task, since they no longer need to collect car numbers and supply them to the Parish Administrator on day trips.

No charges are made for using the car park but donations to the Church fund would be greatly appreciated and should be delivered to the Parish Office with the Car Park request form.

It should be noted that all parking is at car owners' own risk.

