

ANN STREET PRESBYTERIAN CHURCH TRUST BUSINESS HOURS PARKING POLICY

1. Introduction

During normal business hours ending at 6pm, Monday to Friday, the Ann Street Presbyterian Church Trust (AST) has 18 parking positions in the basement of 145 Ann Street building. This document outlines the policy regarding the use of the parking positions during business hours by persons attending 143 Ann Street (AST Users) or the Church.

The underlying philosophy of this policy is to encourage members of the congregation to visit the building while allowing for ministry events, Trust activities and the reasonable use by staff of other organizations hosted by the AST.

2. Responsibility for Workplace Health and Safety (WHS) in the Parking Area

The building management is responsible for WHS in the parking area. Rules implemented in this regard must be followed by all AST Users.

3. Members of the Congregation

Members may use the parking positions during business hours provided that:

- There is space available; and
- It is not for the purpose of attendance at their regular place of employment.

Members of the congregation should contact the AST Manager prior to parking to ensure a space is available.

4. Minister and Ministry team

A parking position is reserved for the Minister at all times.

Ministry team members who have regular business at the AST office can park without contacting the AST Manager. Should the car park be fully occupied on a particular day (due to a funeral or other event), the AST Manager should inform the ministry team.

5. Trustees

Trustees who have regular business at the AST office can park without contacting the AST Manager. Should the car park be fully occupied on a particular day, the AST Manager should inform the Trustees.

6. Staff of other organizations hosted by the AST

Currently Peirson Memorial Trust, City Bible Forum, and Langham Partnership. Staff of these organizations may use the parking space on a regular basis. **These organizations are responsible for any Fringe Benefit Tax that may be commensurate with having a free parking space at their place of work.**

7. Other Users

The Trustees may allow at their discretion, persons not associated with the congregation, to use the parking. These users may include workmen, persons associated with organizations using the facilities for meeting, conferences, etc.

Policy date: April 2016.