

# Memo

**To:** Staff, Tenants and Church Visitors  
**From:** Miguel Asuncion  
**Date:** 11/1/11  
**Re:** PARKING ON CAMPUS - Effective November 1, 2011

## **PARKING ON CAMPUS**

A portion of this memo was first distributed in October 15, 2009.

Due to the start of the Preschool construction, this policy will be strictly enforced to ensure the safety of everyone visiting our campus.

Parking will be modified, for reasons that we have expressed on prior memos. This action is necessary to complete the front lawn project and to ease the traffic flow on campus for the duration of the Lawn Project and the Preschool Construction Project.

## **NEW PARKING PROCEDURE:**

1. **Parking under the monkey pod trees and the royal palms is prohibited** to ensure that these trees are kept healthy. This will prevent cars from being damaged due to branches and palm fronds falling on cars. Parking under these trees is not recommended and it will be at your own risk. The Church will not be responsible for damages from falling branches and palm fronds.
2. **Parking areas on the lawn will be rotated every 30 days.** Please be attentive and observe the posted signs. Park in areas that are designated parking areas as it will change often to allow the lawn to recover.
3. **Please do not park in the stalls in the Beretania parking lot that are reserved for the Ministers.** Beretania and Punahou parking lots are open.
4. **Preschool and Senior Center drop off will continue to use the front driveway** and parents that are not using the drop off will need to park in the designated parking areas.
5. **The driveway is one way only: entering from Beretania and exiting at Punahou.** Please do not enter from Punahou and exit at Beretania as this causes a very hazardous situation. The driveway is not large enough to allow two-way traffic.
6. **Parking on the driveway is now prohibited.** Only authorized individuals with Handicap placards are allowed to park in the designated areas. These areas are the BLUE painted areas on the driveway. The driveway needs to be kept clear to allow emergency vehicles to pass through without obstruction. During the construction period, heavy load vehicles will be delivering materials and will be using the driveway.
7. **The following are the only exceptions for parking on the driveway:**  
Wedding Staff and Wedding Limousines, Handicap, Handy Van, Adult Day Care (Drop Off and Pick Up), and Preschool Drop Off.

- Wedding Staff and Wedding Limousines are allowed to park on the driveway closest to the venue of the scheduled wedding. Guests and vendors need to park in designated parking areas.
  - Preschool Morning Drop Off on the driveway fronting the lawn between the Sanctuary and Atherton Memorial Chapel is allowed only from 7:30am to 8:00am Monday to Friday.
  - Preschool Afternoon Pick Up: parking on the driveway is prohibited, please park in the designated parking areas.
  - Senior Center drop off will be limited to 15 minutes from 7:00 a.m. to 8:30 a.m. in the morning and from 2:30pm to 5:30pm Monday to Friday.
8. **Sundays and during large events on campus**, the front lawn will be opened and if needed, we will have parking attendants.
  9. **Handicap Parking on Sundays and Special Events is located on the lawn fronting the Sanctuary. A Handicap Placard is required.**
  10. **THRIFT SHOP parking has 5 reserved stalls in the Beretania parking lot** on Wednesdays. Additional parking will be on the designated areas on the lawn.

We appreciate and thank you for your total cooperation. If you have any questions or suggestions please feel free to call or email me.

**Miguel Asuncion, Administrator,**  
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