

Big Moose Community Chapel Parking Lot Use Policy for Non-Chapel Events

1. Eligibility & Purpose

- Use may be permitted for **non-religious events**
- Use will be assumed for approved Chapel events (weddings, memorial services, inurnments, etc..)
- Use may be permitted for approved vendors/contractors based on scheduling, adherence to Chapel values, Mission and service to the community
- Events must align with the chapel's values and mission of inclusivity and respect
- No commercial events unless explicitly approved by Chapel Executive Committee
- No political events

2. Scheduling & Approval

- Submit a written **parking request** to the Chapel president at least ten days in advance with event details (date, time, expected attendance)
- Approval required from **Executive Committee**
- Priority given to chapel-related functions

3. Parking Access & Hours

- Parking is allowed only during designated hours (weekdays 7 AM to 6PM, No weekends unless prior approval and confirmation that no Chapel events are scheduled)
- Lot must be cleared by a set time.
- Overnight parking is not allowed unless part of a permitted event

4. Fees & Insurance

- May include a **rental or usage fee** based on duration and number of spaces used

- Require **proof of liability insurance** naming the chapel as additional insured
- Security deposits may be required for damage protection.

5. Rules of Use

- No **alcohol, smoking, or open flames** in the lot
- **Noise levels** must be such that the Chapel's neighbors are not disturbed
- **Clean-up** is the responsibility of the event organizer or vendor/contractor.

6. Signage & Staffing

- Temporary signage may be used to direct guests
- For large events, **parking attendants or volunteers** may be required

Chapel staff may be on-site to monitor compliance

To request use of the parking lot, email the president of the board of trustees at bigmoosechapel@gmail.com. Provide name, phone number, date(s) of requested use, reason for request, and types of vehicles. The president will follow-up. ***This policy was approved by the BMCC Board of Trustees on August 17, 2025.***