



**POLICY FOR  
SECURING BACK PARKING LOT LOCATED OFF OF COURTLAND ST.  
St. Luke's Episcopal Church**

**Purpose:** The purpose of this policy is to create a safer environment at St. Luke's Episcopal Church by securing the back parking lot located off of Courtland St. during the evening hours Monday through Friday and on Saturdays.

**Procedure:**

**EVENING HOURS – MONDAY THROUGH FRIDAY**

1. The access gates to the back parking lot off of Courtland St. will be closed and locked at 6pm by the St. Luke's Facility's Management staff or the contracted security guard on duty.
  - a. On Wednesdays and Thursdays, when the Training and Counseling Center (TACC) provides evening counseling, the parking lot will be open after 6pm only to clients of TACC and monitored by the security guard contracted with TACC. When the evening counseling has ended, the TACC security guard will close and lock the access gates.
    - i. On these days, vehicles remaining in the lot after TACC has ceased operations for the evening will be locked in and not available for access until the next morning.
  - b. Staff of The Ansley School, Crossroads Community Ministries, TACC and St. Luke's staying later than 6pm and parked in the back parking lot will be required to move their vehicles to either the front parking lot or the north parking lot (where the sign business is located) off of Peachtree St.
    - i. The north parking lot (where the sign business is located) will only be available for parking on evenings when events are scheduled. If there are no events scheduled for an evening, ample parking will be available in our upper parking lot located adjacent to the Reception area entrance.
    - ii. Staff having a gate key may keep his/her vehicle in the back parking lot after 6pm with responsibility for unlocking the access gate to exit and relocking the gate after exiting.
  - c. The gates may be locked earlier than 6pm if there are no vehicles parked in the lot and no evening activities are scheduled.

**SATURDAYS**

1. The access gates to the back parking lot off of Courtland St. will be closed and locked at approximately 11am following the Courtland Street Ministries at Crossroads Kitchen.
  - i. The back parking lot will be open for parking on those Saturdays when the upper parking lots cannot be accessed due to the closure of Peachtree St. for a parade, march, etc.

2. Staff of The Ansley School, Crossroads Community Ministries, TACC and St. Luke's are to park their vehicles in the front parking lot or the north parking lot (where the sign business is located) off of Peachtree St.
  - i. The north parking lot (where the sign business is located) will only be available for parking on Saturdays when events are scheduled. If there are no events scheduled on a Saturday, ample parking will be available in our upper parking lot located adjacent to the Reception area entrance.
  - ii. Staff having a gate key may park in the back parking lot with responsibility for unlocking the access gate to enter the lot, relocking the gate after entering. When leaving, staff will have responsibility for unlocking the access gate to exit and relocking the gate after exiting.
3. The access gates will not be open on those Saturdays when the Courtland Street Ministries at Crossroads Kitchen does not occur.