

Car Parking Policy

Charity Registration number: 1108999

Date of Car Parking Policy: 2024

1. Purpose

The purpose of this policy is to ensure that the car parking facilities at The Mulberry Centre are used safely, efficiently, and fairly. This policy outlines the rules for parking, ensuring that all clients, staff, volunteers, and visitors have access to parking in a manner that is safe, respectful, and considerate.

2. Scope

This policy applies to all clients, staff, volunteers, visitors, and contractors using The Mulberry Centre's car park. It is designed to ensure that the car park operates smoothly and meets the needs of all users.

3. General Parking Guidelines

- Parking spaces are available on a first-come, first-served basis.
- Only vehicles with a valid parking permit or visitor pass may park in designated areas.
- Drivers are required to follow all signage and markings in the car park.
- Clients are encouraged to carpool or use alternative transportation methods when possible to reduce demand on parking spaces.

4. Accessible Parking

To ensure accessibility for all, designated disabled parking bays are reserved for clients, staff, and visitors with a valid blue badge or equivalent disability parking permit. These spaces must not be used by others under any circumstances.

5. Visitor Parking

Visitors to The Mulberry Centre should park in designated visitor spaces. If no visitor spaces are available, visitors may park in the Hospitals main car park.

6. Parking for Staff and Volunteers

Staff and volunteers are encouraged to use designated parking areas (the green space) to allow clients and visitors access to the most convenient spaces. Where possible, staff are encouraged to park off-site to free up spaces for clients.

7. Car Park Safety

- Pedestrian Safety: Pedestrians must be given priority at all times. Drivers should be cautious of people walking through the car park, especially near entrances and exits.
- Vehicle Security: Clients, staff, and visitors are responsible for securing their own vehicles. The Mulberry Centre is not liable for any loss, damage, or theft of vehicles or belongings within the car park.
- Accidents and Incidents: Any accidents or damage within the car park must be reported immediately to front office or a member of staff. The Centre will provide assistance as necessary but does not take responsibility for resolving disputes between drivers.

8. Parking Restrictions

- **Unauthorised Parking:** Vehicles parked in restricted or unauthorised areas (e.g., disabled bays without a permit, loading zones, or staff-only areas) may be subject to penalties, including a warning or removal.
- **Overnight Parking:** Overnight parking is not permitted without prior authorisation. Any vehicles left overnight without permission may be towed at the owner's expense.
- **Parking Time Limits:** Clients and visitors are requested to park only for the duration of their visit. Long-term parking for non-Centre-related activities is not allowed.

9. Environmental Considerations

- Clients, staff, and visitors are encouraged to consider environmentally friendly modes of transportation, such as cycling or public transport, where feasible.
- Bicycle racks are provided as an alternative to car parking.

10. Enforcement

The Mulberry Centre reserves the right to take appropriate action against individuals who fail to comply with this policy. This may include:

- Issuing warnings for minor infractions.
- Restricting parking access for repeat offenders.
- In serious cases, vehicles may be towed at the owner's expense.

11. Review of Policy

This policy will be reviewed annually or as needed to accommodate changes in parking demand, accessibility needs, or other relevant factors.