


2021 Culver Street Parking Lot Guidelines

Overview

- Please keep in mind these instructions could change week to week. We are taking our lead from the governor, The City of Saugatuck, The CDC, and The Superintendent.
- It is now ok to not be masked while outside. If you wish to continue to wear one there will be some in the box.
- The box of supplies will have sanitizing wipes and spray bottles of industrial strength sanitizer.
- We will only be accepting cash at this time.

THE BOXES WILL BE OUTSIDE IN THE DOCK BOX BEHIND THE SCHOOL (east side of the building.)

Parking Guidelines

1. Cars with a current Oval Beach sticker that features a  may park at no charge. See example in the guide book.
2. There is no free parking for weddings or events at the SCA with the exception of two spots that will be coned off for catering purposes. Scooters also has **two** spots that they own and they can park there for deliveries.
3. There are **no free parking arrangements** with local businesses. **This is a directive from the City of Saugatuck!** Business employees are instructed to park at the high school and take the shuttle or **pay to park**. The SCA has their own lot for its guests. If they overflow the guests may choose to park in the Culver lot but they need to be charged.
4. When the lot is full, turn the 'lot full' sign. Once a parking spot is vacated, turn the sign back around.
5. Please note these additional parking rules:
 - The handicapped space is only for cars with the proper stickers/plate. Per ADA law we MAY NOT charge for a handicapped parking spot.
 - Motor homes, large trucks, and boats/trailers are NEVER allowed to park in the lot, *even if they offer to pay for multiple spaces. It just gets too congested.*

Starting a Shift

- The first shift of the day should collect all of the supplies from the back of the school as well as having start up change.
- As a parking lot volunteer, you will collect per car for each car and provide the driver with a date-stamped windshield ticket and brochure. At the end of your shift, tally up tickets sold and money collected, fill out the provided form and deposit slip, and deposit the money in the Chemical Bank dropbox (on Mason St).

- **Be sure you bring change with you if you are the first shift of the day.** Ideally six to eight \$5 bills and/or a couple of \$10 bills). If you use your own money, keep track of what you put in so you can pay yourself back at the end! Otherwise, the shift before you may provide you change from their collected funds. Make a note on each shifts' reconciliation forms regarding how much change was provided.

The parking lot must be covered for the entire shift assigned to your group. **If you do not finish a shift, your group will not get credit for that time and will have a penalty of \$150 per shift.** So please finish your shift!

Student volunteers are welcome and must be accompanied by an adult. Students should not collect money.

Volunteers should not take money home for any reason. Call or text Liz Wilson 616)836-6508 Text has a faster response time.

Complete the provided checklist (in the plastic tote) before your shift begins.

Take a batch of tickets and **make note of the first ticket number sold. Write the date on several tickets ahead of time. Distribute the tickets in order**, according to the number printed on them, to keep track of how many you've sold.

At this lot, we are representing the City of Saugatuck and Saugatuck Public Schools. Treat this as you would a job, with the city as your employer. We are ambassadors to the community and should keep positive public relations at all times regardless of the situation.

Ending the Shift

1. When your shift ends, fill out the reconciliation form. Record the beginning and ending ticket numbers sold; the number of tickets sold should reconcile with the amount of money collected. **Staple the copy of the deposit slip to THE BACK of the reconciliation form. Leave the form in the designated folder in the plastic tote.**
2. If the person working the next shift needs change (\$5s and \$10s), make a note on your reconciliation form showing how much money you collected and how much you gave to the next shift. If you receive change from a prior shift, note the amount separate from what you collect.
3. Fill out the bank deposit slip and envelope. Bank deposits **must be made at the end of every shift.** Always use a deposit slip. Use more than one deposit envelope (with a deposit slip in each) for a large deposit. Make your deposit in the Chemical Bank night depository on Mason St.
4. **Please. Do not ever take money home for any reason. CALL LIZ WILSON at 616-836-6508 IF THIS IS A PROBLEM.**
5. If yours is the last shift of the day, please return all supplies (sign, tote, cones, etc) **TO THE BACK OF THE SCHOOL.**

**Any questions, please contact your group's contact person or
Liz Wilson 616-836-6508**

Staple the copy of the deposit slip, face up on the back side of the reconciliation form. Leave the form in the designated folder in the plastic tote.

The last shift of the day should return all supplies (sign, tote, cones etc) to the white dock box behind the school.

**Any questions, please contact the group's parking leader or
Liz Wilson, 616-836-6508 Text will be a faster response time**

WEDDINGS SUMMER OF 2021

On the following dates the SCA will have 2 spots reserved for the caterers. They should be allowed to come and go freely and free of charge. On the day of their gala they will have 4 spots reserved. Always be kind to our caterers and staff. They are working as hard as we have been all year! Kindness goes a long way.

June 19 - Classic Catering

June 26 - Classic Catering

July 10 - Classic Catering

July 17 - Isabel's

July 31 - Classic Catering

August 7 -Classic Catering

August 28 (SCA GALA 4 SPOTS) Gilmore Catering.