

Safe Parking Agreement

Catholic Charities of Northwest California

This Safe Parking Agreement (“Agreement”) is entered by _____ (participants) and among Catholic Charities of Northwest California (“Program Operator”), on _____ (date) for the Safe Parking Program located at 14490 Uhl Avenue, Clearlake, CA – APN: 040-126-20 (“Site”).

The Participant and Program Operator recognize that individuals and families experiencing homelessness may need a safe, secure, and lawful place to temporarily park and reside in their vehicles while working toward permanent housing. The Catholic Charities of Northwest California Safe Parking Program provides managed, temporary overnight parking for approved Participants and connects them with supportive services, housing and employment resources, and other community-based assistance.

The Participant, and Program Operator agree to operate the approved operation in a manner that respects surrounding residents, businesses, property owners, public agencies, and the broader community, while maintaining neighborhood compatibility in accordance this agreement and the Terms and Conditions implemented by the City of Clearlake.

Accordingly, the Participant and Program Operator agree as follows:

SECTION A - GENERAL EXPECTATIONS:

1. Demonstrate responsibility for yourself, your behavior, your actions, and your housing plan.
2. All prescribed and/or over the counter medication is the responsibility of the participant. Due to the nature of the site, participants are responsible for storing their own medications. This includes those medications that require special storage such as refrigeration or more secure storage measures due to the nature of the medication prescribed.
3. Abstain from behavior that is disruptive and unacceptable to others.
4. Keep your belongings and common areas clean, the accumulation of debris, shopping carts, trash, or bicycle parts, outside vehicles and in surrounding areas are strictly prohibited.
5. Smoke only in the designated area.
6. Drugs and alcohol are not permitted on the premises.
7. Be respectful of the operational hours. All vehicles must arrive at the lot between 8:00 and 10:00 pm and leave between 6:00 and 8:00am unless communication to staff has been provided.
8. Have an active voice in agency improvement and contribute to the community.
9. Participants must abide by the following Good Neighbor policy:
 - Programmatic decisions in the program will be made with the neighborhood in mind.
 - Catholic Charities will patrol neighborhood areas to ensure that participants are not loitering in the neighborhood (both before and after program operation hours.)
 - All program participants are expected to be respectful neighbors during this program.
 - All participants will be expected to remain out of the vicinity of the neighborhood during non-operating hours and will not be allowed to wander the neighborhood.
 - All participants will be held to the good neighbor procedure, and violation of this will jeopardize the participant’s continued eligibility for the program.

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SECTION B - STAFF EXPECTATIONS:

1. This is a housing-focused program. We will meet immediate needs to the best of our abilities but do so with a desire to resolve a person's homelessness.
2. Safety is a priority, and participants in this program can expect to be safe physically and emotionally. Our engagement will always be trauma-informed, empathetic, and non-judgmental.
3. We will treat all our participants and their belongings with dignity and respect. We will take time to know the strengths each person comes with, as we assist him or her in the process of achieving housing again.
4. All information will be kept confidential, and we will only share information where there is consent to do so and only when it improves the likelihood of that person achieving housing

SECTION C - PROGRAM PARTICIPATION AGREEMENTS:

1. Program participation is a vital component of the Safe Parking site and is an essential requirement for your success. Participants are encouraged to work with CCNWC staff and other community providers, who provide assistance in areas such as housing location, landlord negotiations, financial assistance and referrals when needed. These and any other additional program resources are considered to be in the best interest of the program participant's success.
2. The Safe Parking Program offers up to 180 days for each participant(s). Prior to the 180 day expiration, the participant(s) will have an opportunity to meet with Program Staff to actively engage with staff in locating and transitions into permanent housing while in the program.
3. Participants are expected to honor the full autonomy and privacy of all fellow participants within the program. This includes refraining from taking pictures of any participants on property and refraining from any drone activity while on site. Additionally, participants are not permitted to enter the vehicles or RVs of other Safe Parking program participants at any time.
4. Participants Health and Safety is of primary concern. While at Safe Parking, routine vehicle inspections will be conducted on a weekly basis. Passing vehicles will be capable of starting on their own without assistance and will have enough room for participants to lean their seats back and/or comfortably lay down in their vehicles.
5. Staff will give each participant a 48-hour notice prior to each scheduled vehicle inspection. Additionally, all inspections will occur while the participant is present. Inspections will consist of making sure that Vehicles/RVs support the health and safety of their participants in cleanliness and allowing for safe sleeping. Additionally, each vehicle will be reviewed for being operational so that in case of emergency evacuation, all participants and their vehicles may exit the property safely and efficiently.
6. Personal generator use by participants is not permitted at the site.
7. Dogs owned by participants must be on leashes at all times, and owners may not leave their dogs outside unattended.

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8. Participants are allowed one off-site overnight per week. Participants are expected to be back on-site by curfew the following night after an off-site overnight.

SECTION D - INFORMATION ON SUBSTANCE USE:

1. The health and safety of all Safe Parking participants is extremely important to Catholic Charities. However, we also recognize that individuals have freedom of choice; in this regard Catholic Charities has adopted and practices a harm reduction approach for substance use. All staff members are trained to recognize the signs of drug overdoses and administer Naloxone (Narcan) in the event of a lifesaving emergency. Participants are prohibited from using and or being in possession of alcohol, drugs, and marijuana, and paraphernalia on any Catholic Charities property including Safe Parking sites.

SECTION E - ENVIRONMENTAL USE AGREEMENT:

1. Participants utilizing the Safe Parking program must ensure that their vehicles do not impact the surrounding environment. All participants must take care to prevent potential pollutants such as trash, vehicle drips, oil, and any other impacts from entering the storm drain system. All spills and leakages must be reported directly to staff so proper “dry cleanup” methods can be practiced. Anyone who repeatedly violates the environmental use agreement may risk expulsion from the Safe Parking program.

SECTION F - PROGRAM EXITS:

1. Participants are held accountable for their behavior.
 - Safe Parking operates as a behavior-based program and expects all participants will maintain their behavior while under the influence of alcohol or drugs.
 - All passengers will be screened and registered for the Safe Parking program.
 - No visitors will be allowed on the premises.
 - Smoking inside vehicles, including cars, RVs, and trailers, is strictly prohibited.
 - Physical violence, posturing or threatening behavior is strictly prohibited.
 - Criminal Activity, vandalism, and theft are strictly prohibited.
 - No Show/No Call without communication with staff will result in forfeiture of parking space.
 - No burning candles or open flames allowed; no camping stoves, barbeque grills, firepits are permitted on property.
 - Management and maintenance of daily living activities is required, including the ability to safely operate the vehicle without risking injury or damage to surrounding participants.
 - All clients are expected to follow public health guidelines in relation to outbreaks, pandemics, and other communicable or infectious diseases.
 - Any participant caught consuming/possessing alcohol or drugs, or paraphernalia on property may be exited from the program
 - All belongings shall be removed from the area upon exit. Any items left will be disposed of and staff are not responsible for items left behind.

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SECTION G - PARTICIPANT BELONGINGS:

1. Participant belongings while in residence in Safe Parking: While in shelter, all personal belongings are the sole responsibility of the participant(s). Catholic Charities is not responsible for any participant belongings that may become lost or stolen. It is the responsibility of the participant(s) to ensure their belongings are always on their person while in community areas or stored safely in their assigned rooms. Items left unattended in community areas such as the restrooms, showers, benches, and smoking section are not the responsibility of Catholic Charities. If any items are left unattended in the common areas and not claimed by the participant, Catholic Charities has the right to discard these unclaimed belongings after 24 hours.
2. Belongings Upon Exit from Safe Parking: Any personal belongings and/or property, including vehicles (passenger, i.e., cars, trucks, vans, RVs), left at the site for 24 hours will be considered abandoned. Following this 24-hour period, personal belongings outside the vehicle will be disposed of by staff and vehicles will be towed by the at participant's expense unless otherwise arranged by staff. This is to ensure the availability of parking spaces for individuals on the waitlist.
3. Abandoned Property: To maintain the cleanliness of the Safe Parking program site and the health and safety of participants and CCNWC staff, trash/debris stored outside of a vehicle (passenger/RV) left at the site following a participant's exit or forfeit of their parking space will be disposed of by staff. Any personal belongings and/or property, including vehicles (passenger/RV) as described above, left at the site for more than 24 hours will be considered abandoned. Following this 24 hour period, personal belongings will be disposed of by staff.

SECTION H - MAIL

1. Participants may not use the Safe Parking address for mail (incoming/outgoing).

SECTION I - CITY OF CLEARLAKE – CONDITIONAL USE PERMIT (CUP 2026-08):

1. Catholic Charities of Northwest California's Safe Parking Program secured a Conditional Use Permit pursuant to Chapter 18, Section 18-19.350 (Special Uses) of the City Municipal Code. The operation shall adhere to the Conditions of Approval set forth in attached Exhibit A.

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Catholic Charites of Northwest California

Participant Name (Print Name)

Participant Signature

Date

Participant Name (Print Name)

Participant Signature

Date

Participant Name (Print Name)

Participant Signature

Date

Staffs Name (Print Name)

Staffs Signature

Date

DRAFT