

**TRI-PAR ESTATES PARK & RECREATION DISTRICT
POLICY & PROCEDURE**

ITEM 3.2.10 STORAGE LOT

The Trustee whose assigned area of responsibility is STORAGE LOTS shall have the responsibility and authority to manage the following operations, per Bylaws Article 5 and Procedure Item 3.1.

STORAGE LOT:

1. Assist office staff in assigning the most appropriate space to each renter.
2. Inspect area periodically.
3. Assure that all vehicles in lot are properly licensed and insured.
4. Assure that policy and procedure regarding storage lot and vehicles is maintained.
5. Prepare recommendation to Board at the October meeting for establishment of rates for the following year.
6. Assure that billing of annual charges are sent to renters early in December, with a due date of December 31.

06/16/2015