



Multi-Use Games Area (MUGA) Parking Policy

Purpose: The purpose of this policy is to provide guidelines for the temporary use of the MUGA for over-spill car parking when the designated parking spaces are likely to be full. The policy aims to ensure the safety and convenience of all users while minimising any potential damage to the games area's surface and maintaining its primary purpose which is to provide a flexible and accessible place for all to engage in a wide range of sports and physical activities.

Authorisation: Only the Parish Council are allowed to grant permission for the temporary use of the MUGA for over-spill car parking. At all other times the gates will be locked to vehicles.

Please check the established pre-approved over-spill parking availability from the table below before submitting your request.

Obtaining Approval: All requests to use the MUGA for over-spill parking MUST be pre-approved. This approval will be co-ordinated by the Parish Clerk who is contactable via clerk@stmarybourne-pc.gov.uk. Each request will be considered on its own merit.

Any request should include the reason for the expected increase in parking, the estimated number of cars, the date and start and end time required. The Parish Clerk will require at least 6 weeks' notice (or as much notice as possible for funerals), and on receipt will advise what date the request will be put forward for consideration by the Parish Council. Priority will be given to parish residents and local groups. Short duration requests are more likely to be approved. Requests for parking at weekends and during school holidays are rarely given approval particularly between 1st May and 30th September.

Once decided the Parish Clerk will confirm with the requestor. On the day the times agreed will be displayed by the entrance gates and shared on social media with the community. Any vehicles left in the MUGA outside the agreed times will be at risk of being locked in. Any costs associated with unlocking the gates again will be incurred by the vehicle owner.

Conditions of Use: Users must park their vehicles in an organised manner to ensure maximum utilisation of space, and park in such a way that they do not obstruct any entrances, exits or pathways. Parking on the tennis court surface must be as a last resort once the left-hand side of the MUGA has been filled first. Users of the MUGA park at their own risk. The Parish Council does not accept responsibility for any damage or theft that may occur. Repair costs for any damage to Parish Council property, such as the tennis net posts, will need to be paid for by the requestor.

Established Pre-approved over-spill parking:		
Monday	08:30 to 13:30	Term Time Only
Thursday	08:30 to 13:30	Term Time Only
Friday	08:30 to 13:30	Term Time Only
Friday	16:00 to 21:00	During Cricket Season Only
3 rd Wednesday of the month	08:30 to 14:00	All Year

By following this policy, we aim to ensure the safety and satisfaction of all users while effectively managing the parking situation during peak times and minimising any negative impact on the community and environment.