KEY WEST WOMAN'S CLUB

PARKING GUIDELINES
June 2026

Purpose
These guidelines establish the use of parking areas located on Key West Woman's Club property and are intended to promote safe, fair, and efficient use of available parking for KWWC operations, tenants, and partner organizations.
These guidelines apply to all members, volunteers, tenants, and authorized users of KWWC parking facilities.

Board Members
• KWWC E-Board Members are allowed to park in the back at all times, except during Red Barn performance nights and in designated tenant parking spaces.
• Board Members are allowed to park in the back during official Board meetings only.

Docents
• Docents working scheduled shifts (9:30 AM – 4:30 PM) are allowed to park in the back during their shift.

Women & Wine
• Committee Members responsible for that month's Women & Wine event are allowed to park in the back while working the event (day-of).

Monthly General Membership Meeting Luncheon
• Members responsible for preparing or serving food for the monthly General Membership Meeting Luncheon may park in the back.
• Members bringing food, drinks, or supplies may use the back to deliver items but should park elsewhere after unloading.

General Use
• Parking in the back is reserved for members performing official Key West Woman's Club duties and responsibilities.***"as per these guidelines"***

Deliveries
1• Members may use the back lot for loading and unloading.
• A sign must be placed on the dashboard displaying the driver's name and phone number.

Stickers / Identification
• Board Members and Docents will be issued parking stickers.
• Docents may be issued identification noting "Working Docent."
• Vehicles parked in the back must display proper identification.

Blocking Vehicles
- Members who block another vehicle must place a sign on the dashboard with their name, phone number, and reason for parking so they can be contacted if the vehicle needs to be moved.

Unauthorized Parking
- Vehicles without proper identification may receive a warning and are subject to towing.
- Signage will state: “Unauthorized Vehicles Will Be Towed at Owner’s Expense” and include the towing company name and phone number.

Red Barn
- The Red Barn tenant is assigned one designated parking space at all times.
- During performances, this space will also serve as the Red Barn's designated handicap-accessible parking space.
- No parking is permitted in front of the Red Barn during scheduled Red Barn performances (November–April).
- During Red Barn performance nights, KWWC parking in the rear is not permitted after 5:30 PM, except for pre-approved operational needs.

Tenants
- Parking spaces for Tenants #1 and #2 will be clearly marked.
- The Red Barn parking space will be clearly marked with signage.

Signage
- Appropriate parking, handicap, and towing enforcement signage will be installed as needed.

Final Authority
- Parking privileges may be modified, suspended, or revoked at the discretion of the Key West Woman’s Club.
- The Executive Board shall have the authority to interpret these guidelines and address situations not specifically covered herein.
- These guidelines may be reviewed and amended as needed by the Key West Woman's Club Board of Directors.

Executive Board Approval Date June 30, 2026

Board of Directors Approval Date July 1, 2026

Effective Date 07 /01 /2026

Approved: _____

President, Key West Woman’s Club/ Hellings Curry Museum

Version 1.0 – June 2026