



CUPERTINO

# ROTATING SAFE CAR PARK

## ADMINISTRATIVE REGULATIONS

### WHAT IS A ROTATING SAFE CAR PARK (RSCP) PROGRAM?

- Emergency homeless program made up of a network of volunteer sites that host approved RSCP participants overnight for up to 2 months on an annual rotating basis.
- Allows for temporary overnight parking for homeless individuals/families living out of their cars.
- Provides a safe alternative to sleeping on the streets or in a homeless shelter.
- Connects homeless individuals/families with hospitality and case management services.
- Requires participants to undergo an assessment/screening, own a functioning vehicle, and be enrolled in a case management program.

### HOW TO BECOME A RSCP HOST SITE?

Cupertino RSCP host sites must comply with all [Cupertino Municipal Code](#) requirements listed below:

- Located in a Quasi-Public Building (BQ) [zoning district](#).
- Number of occupants shall not exceed 25.
- Hours of operation shall not exceed 6:00 P.M. to 7:00 A.M.
- Operational period shall not exceed 2 months in a 12-month period at a single location.
- At least 1 month prior to operating, host sites shall submit an Operational Plan Application to be reviewed by the City Manager and County Sheriff.
- The City may withdraw approval in the event the host site is not operating in accordance with the Municipal Code and/or approved site operational plan.

### CONTACT INFORMATION

West Valley RSCP: [www.propeace.org/rscpshester](http://www.propeace.org/rscpshester); [rscp@propeace.org](mailto:rscp@propeace.org)  
City of Cupertino Housing Division: [housing@cupertino.org](mailto:housing@cupertino.org); (408) 777-3251



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## OPERATIONAL GUIDELINES

### HOST SITE RESPONSIBILITIES

- At least 1 month prior to hosting RSCP participants, submit an Operational Plan Application to the City of Cupertino for review and approval. Maintain a record of City approval for the site.
- Establish and maintain emergency contacts. Identify at least 1 contact to be on call for emergencies during RSCP shift.
- Provide contact information to the County Sheriff's Office at start of the hosting period.
- Establish RSCP staff roles, responsibilities, and instructions. Provide orientation to RSCP staff/volunteers.
- Provide operational information and contact information to RSCP participants.
- Establish and maintain logs to record RSCP participants at site upon initial arrival, when exiting the program, and daily attendance.
- Not required, but recommended:
  - Provide at least 2 host volunteers for each daily shift.
  - Provide daily hospitality hours with refreshments and dinner once a week.
  - Request quiet hours after 10:00 P.M. until 30 minutes before departure.

### HOST SITE REQUIREMENTS

- Provide adequate parking for RSCP participants with at least 1 parking space between cars.
- Provide access to restrooms.

### RSCP PARTICIPANT RESPONSIBILITIES

- Complete an assessment and screening conducted by a third party.
- Have a valid ID, car registration, car insurance, and functioning vehicle. Case Managers can provide assistance with these requirements.
- Review and sign RSCP rules and agreement documents for the host site.
- Alert host site RSCP team if absent for more than 2 days.