

## Student Parking Lot Procedures

For safety and security reasons, students who choose to bring a car to the campus must park only in designated parking spaces. If students choose to park their cars at a curb surrounding the school, it is at their own risk. You must have a parking permit to park in the student parking lot. The parking permit requires a non-refundable fee of \$40.00 (NO REFUNDS UNDER ANY CIRCUMSTANCES). If you get a new vehicle or windshield and you do not have the original parking permit, you will be required to purchase another for the same price. To purchase a permit you must have the following:

- Valid Driver's license
- Vehicle License plate number
- Proof of insurance card (with student name shown)

The parking lot will be monitored to assist with safety & security. Parking spaces are available on a "first come, first served" basis, but ONLY with a permit. The parking permit does not guarantee you a parking space.

The correct placement for parking stickers is on the front windshield, passenger side, below the "AS1 Suntint line".

There is **NO PARKING ON THE BAND PRACTICE AREA** of the student parking lot from 7am-8:30 am, Monday – Friday mornings and after school every Monday and Wednesday from 4:45pm until 7 pm, from August through November. **Any car in violation may be towed without warning.** Students remaining on campus after dismissal must move their cars before 4:45 pm. Please do not block the band trailer rear doors, loading area, or any other designated spaces near the trailer.

THE FOLLOWING RULES APPLY TO ALL STUDENTS WHO VIOLATE THE PARKING PROCEDURES:

*you are parking in the lot without a permit, you may be towed*

*you are parked in faculty parking, you may be towed*

*you are parked in a visitor parking space, you may be towed*

If a student with a parking permit is driving a different vehicle on a particular day, the student must report to the security kiosk and let security know what type of car the student is driving that day.

Students will sign a form that they understand the above rules and will comply with them.

Parking permits are sold on a first come, first serve basis before school starts as announced in Trojan Times. These permits are also available after school starts and as students receive their driver's license throughout the school year and may be purchased during the lunch period. All parking permits will be sold for \$40 in the Fall semester and \$20 in the Spring semester.

NOTE: If a student is on the Obligation list (for any reason), the student will NOT be allowed to purchase a parking permit until the obligation is cleared. "Obligations" may include items such as elevator keys, damaged/missing books, athletic equipment/gear/clothes. Contact the Registrar to find out if you are on this list.