

LAUSD CONSULTANT ACCESS AND PARKING REQUEST

TYPE OF REQUEST: (check one)

- | | | |
|---|---|---|
| <input type="checkbox"/> New Card | <input type="checkbox"/> Exiting LAUSD | <input type="checkbox"/> Replace Lost/Stolen or Damaged Cards (\$10 charge – subject to change) |
| <input type="checkbox"/> Replace Defective Card | <input type="checkbox"/> Parking Change | <input type="checkbox"/> Access Level Change |
| <input type="checkbox"/> Transferred to new division at LAUSD | <input type="checkbox"/> Other: _____ | |

CARDHOLDER INFORMATION: (please print)

Consultant's Name: _____
 Contract/Agreement #: _____ Consultant Firm's Name: _____
 Email: _____ Phone: _____
 Division Name: _____ Branch: _____ Unit Name: _____
 Job Title: _____ Location Code: _____ Floor: _____ Cube/Office #: _____

BUILDING ACCESS:

- Fire life safety quiz completed for ID Key Card release? YES Go to <http://lausd.bssnet.com>
- Times (check one): 5:30 AM to 6:30 PM 5:30AM to 9 PM 24 Hours / 7 Days
- Days (check one): Monday thru Friday Monday thru Saturday Monday thru Sunday

PARKING REQUESTED: Yes No **If yes,** please provide vehicle information (Please list all vehicles)

| <i>Vehicle Information</i> | MAKE / MODEL | YEAR | COLOR | LICENSE PLATE |
|----------------------------|--------------|------|-------|---------------|
| Vehicle 1 | | | | |
| Vehicle 2 | | | | |
| Vehicle 3 | | | | |

Disabled Access Parking Requested (Provide copy of DMV placard registration for record with this form)

PARKING PAYMENT OPTIONS (check one):

Consultant parking rate is \$165 per month; some firms may charge the fee back to the individual or subcontractor; please confirm this information with your employer. A prorata may apply depending on your start and end date.

- CM Firm pays **or** Individual Pays (provide billing address): _____
 Billing email address: _____
- District Dept. Pays (provide dept. funding line to charge): _____

I have read, understand and agree to abide by the terms and conditions listed on the back of this form. I also agree to abide by the rules and regulations of the Los Angeles Unified School District as attached and as may be reasonably modified from time to time.

X: _____
 Employee/Contractor Signature

Date: _____

| <u>LAUSD AUTHORIZED SIGNER APPROVAL</u> | |
|---|-------------|
| Name: _____ | _____ |
| Email: _____ | _____ |
| Signature: _____ | _____ |
| Phone: _____ | Date: _____ |

| | |
|--|--|
| For Internal Use Only: Processing Completion: | Key Card & Parking Information: |
| Processor Initials: _____ Date: _____ | AMAG Key Card #: _____ |
| Parking Initials: _____ Date: _____ | Parking Garage & Card _____ |
| Facilities Initials: _____ Date: _____ | JPEG Photo Number #: _____ |

Parking Rules and Regulations – All Locations

LAUSD Administrative Headquarters

1. Either your LAUSD Administrative Headquarters photo ID badge will be programmed for access to the garage or a separate access card will be issued. Badges and access cards are not transferable or assignable, and any access badge or card used by or in the possession of an unauthorized holder shall be voidable.
2. There shall be a replacement charge of \$10.00 (subject to change) for loss or damage as the result of misuse of any badge. All access cards are the property of LAUSD and must be returned to the Office of the Building when parking or access is discontinued.
3. No overnight parking without prior approval by the Office of the Building at LAUSD Administrative Headquarters.
4. Automobiles must be parked entirely within the stall lines on the floor.
5. All directional signs and arrows must be observed.
6. The speed limit shall be five (5) miles per hour.
7. Parking is prohibited in areas not striped for parking.
8. Unless attendants are required to park or move cars for stacked or tandem parking, every parker is required to park and lock his or her vehicle. All responsibility for any loss or damage to such vehicle or to any personal property therein is assumed by such parker.
9. The parking facilities of the District are for the sole purpose of parking one (1) vehicle per space.
10. Washing, waxing, cleaning or servicing of any vehicle by the parker or his agents in such parking facilities is prohibited.
11. Vehicles leaking any fluids are not permitted to enter and will not be permitted entry until repairs have been made to stop the leak.
12. Parkers will follow designated paths of vehicle and pedestrian travel.
13. Trespassing in any unauthorized areas shall be grounds for immediate termination of parking privileges.
14. In both self-park and attendant parking areas, the parker agrees not to leave articles of personal property of any value in the vehicle and specifically agrees not to hold LAUSD or its agents, managers or parking contractors responsible for any damages resulting from the loss of or damage to said articles of personal property left in vehicle in violation of these rules and regulations.
15. All claimed damage or loss must be reported and itemized by the parker to the Office of the Building (213-241-1320) before vehicle is taken from the facility.
16. If applicable, monthly permits or hang tags must be VISIBLY DISPLAYED on vehicles at all times when using the facility. Cars entering without current, visible monthly permit are subject to the maximum daily rate or termination of parking privileges.
17. Any person who violates these rules and regulations or any posted and unposted city, state or federal ordinances, laws and agreements to use the parking facilities shall be subject to having his or her vehicle removed at such person's expense and/or may have his or her parking privileges revoked.
18. The attendants of the parking facilities of the garage are not authorized to make or allow any exceptions to these rules and regulations.

Initials: _____