



REVISED
VISITOR PARKING POLICY AND PROCEDURES
LAUSD Administrative Headquarters
Updated May 29, 2009

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I. Parking Policy for Visitors to LAUSD Administrative Headquarters

It is currently the District's policy to provide free parking to qualified visitors to LAUSD Administrative Headquarters – including District employees from other locations – provided they use the designated free garage indicated below and present the proper validation.

Except as indicated in Section I.A.5. below, vendors and contractors are not included and must pay for their own parking. The only exception is for vendors servicing Headquarters building systems or the data center located on the 9th floor. Such vendors *must* be approved in advance by the Office of the Building (213-241-1320).

There is NO visitor parking within LAUSD Administrative Headquarters garage at 333 South Beaudry Avenue.

When not pre-authorized, due to the limited availability of visitor parking, District staff who are officed at Headquarters are not allowed to obtain a visitor validation for parking in the visitor lots. Doing so will subject them to disciplinary action, parking fines and possibly the towing of their vehicles. Department heads are expected to monitor and control the issuance of all validation stickers.

Visitor Parking Guidelines

Divisions should only provide parking validations to qualified visitors under the following District guidelines:

A. Qualified visitors

1. **Staff: Non-Headquarters based employees or consultants who are visiting Headquarters facilities on District business are eligible to receive visitor validations.**
2. **Business Meetings: Individuals who attend a meeting hosted by the District will have their visitor parking validated and paid for by the District. This will apply to contractors provided such meetings are not customary in the planning and coordination of the contracted scope of work. Unsolicited sales calls will not have parking validated.**
3. **Board of Education Meetings: Board of Education Meetings will be treated as a Special Event. Parking in the visitor garage will be available and validations provided beginning one hour before the scheduled meeting start time and continuing until thirty minutes after the meeting has concluded.**
4. **Union Meetings: Union and Management Representatives, and individuals attending Skellys or Labor/Management meetings will receive visitor parking validation from the District.**
5. **Contractors, consultants and suppliers for Headquarters: Those contractors and consultants providing services directly for the mechanical and operational systems for the building itself – or for the data center – may be validated. Suppliers making deliveries to the building or to the departments within may be validated.**

B. Non-Qualified visitors

1. **Contracted Services: “Contractors” include any business, consultant or individual who has been contracted by the District to perform services on behalf of or for the District. Unless otherwise specified in its contract with the District, Contractors will directly pay for all parking expenses necessary to perform their contracted duties and will not invoice the District for parking expenses as a reimbursable expense, nor will they receive parking validations.**
2. **Visitors parking at the World Trade Center, Beaudry II, LA Center Studios or any other parking site not specifically made available by the District for visitor parking cannot be validated.**
3. **LAUSD employees or visitors attending meetings or events at other locations – such as the Chamber of Commerce – are to park at locations designated by the event coordinator – not at the Headquarters visitor garage (Visconti).**

4. Individuals who are not on official LAUSD business or attending a recognized LAUSD business meeting but are otherwise visiting District staff at Headquarters are not allowed to park at any LAUSD lot.
5. Contractors or vendors dropping off bids or who are attending pre-bid meetings or other meetings for services provided to non-Headquarters based projects are not allowed to park at any LAUSD lot.
6. If you are based in Headquarters and are not specifically assigned to the Visconti garage, DO NOT park in Visconti unless directed to do so by Security. The *only* exception is for limited use by employees with subsidies—provided they follow the current subsidy policy.

II. Validations

Department visitors to LAUSD Administrative Headquarters should obtain a validation sticker from the department visited by completing the department's log. Individual validations are not available from the LAUSD Building Management Office.

Validation booklets are available for departments from the Office of the Building, Morlin Asset Management, Suite 209. Booklets are distributed only to each department's authorized designee and are only available upon submission of the *Parking Validation Book Request* (Exhibit A) and the department's *Visitor Validation Tracking Log* (Exhibit B) with all applicable fields completed for each validation issued. The *Parking Validation Book Request* form must be signed by an authorized department executive and that signature also acknowledges the responsibility to monitor the issuance of validations in accordance with this policy. These forms are also available from the Office of the Building by email or on the building's website at <http://mo.laschools.org/fis/existing-facilities/m-and-o/parking>.

There is currently no charge to departments for visitor validations used for District visitor locations. However, it is anticipated that visitor parking costs may be allocated to the departments in the future. At that time, valid funding lines will be required in order to receive future validations from the Office of the Building.

III. Location of Free Parking for Visitors - Visconti Apartments Garage

- A. Location. The garage is located at 1221 West Third Street immediately northwest of the Headquarters building. Visitors will enter through the eastern-most entrance on Miramar just west of Boylston. Please see the attached *Visitor Parking Map* (Exhibit C) showing the Visconti Apartment garage entrance. In the event of a full lot, visitors will be directed by parking attendants to other lots in the vicinity.
- B. Operating Hours. General visitor parking is available from 5:45am to 6:00pm Monday through Friday – excluding holidays. The garage closes for entry to visitors after 6:00pm weekdays and remains closed all weekend. If a visitor is leaving Headquarters after 7:00pm and is parked in the Visconti garage, the visitor should be directed to

contact the Security Command Center (213-241-5881 or 213-241-1692) at LAUSD Administrative Headquarters to retrieve his or her keys, to be escorted to the Visconti garage, and to be scanned out.

IV. After Hours and Overflow Lots for Visitors

- A. After Hours Arrivals Visitors arriving after hours or on weekends should be directed to park on the streets or at the Huntley surface lot located on the northeast corner of Huntley and Miramar (see the map in Exhibit C). This lot is NOT manned after hours and visitors will be parking at their own risk.
- B. Overflow Lots In certain instances when large meetings are being held at Headquarters, the visitor garage at Visconti may fill to capacity. In that case, parking attendants will direct visitors first to the Huntley lot or to other overflow lots on Fourth Street and Sixth Street if needed. See the map in Exhibit C.
- C. Special Weekend Events If a department needs parking on a weekend for a large number of visitors, please contact the Office of the Building during business hours at (213) 241-1320 to make the necessary arrangements. Departments will be charged for the costs associated with special weekend usage. Arrangements must be made with the Office of the Building at least one week prior to the weekend in question.

V. Visitor Parking for Individuals with Disabilities

- A. Parking location. Physically challenged visitors should be directed to park at LAUSD Administrative Headquarters parking garage (333 South Beaudry Avenue – enter off 3rd Street). See paragraph V.C. below for an alternative location.
- B. Handicapped Visitors. The department should enter an advanced reservation for any known physically challenged visitors into the Visitor Management System. Upon arrival at the Headquarters garage, handicapped visitors will need to display their current handicapped placard or DMV plates and they will be logged in and given a PIN code for entering and leaving the garage.
- C. Height Limitations for Visitors with Special Vans or Trucks. The maximum vehicle height for the garage at LAUSD Administrative Headquarters is 6'3". If the vehicle height is over this limit, the Visconti visitor garage may be used. The height limit there is 7'2". We cannot accommodate heights greater than 7'2" except at the uncovered Huntley Lot on the northeast corner of Miramar and Huntley.

VI. Employees with Transportation Subsidies

Under the most recent program, employees who participate in the LAUSD transportation subsidy program are allowed to park a maximum of twelve (12) times per year at the District's visitor garage at Visconti. Validations for employees who have properly signed up on the program are available individually ONLY at the LAUSD Office of the Building located on the

2nd Floor. Subsidized District employees who violate the visitor parking policy will be subject to disciplinary action, parking fines and the loss of subsidies.

The District's transportation subsidy program is under regular review and may be modified at any time. Please contact the LAUSD Office of the Building for the latest program information *before* parking in the visitor garage.

VII. Handling Headquarters Staff Parking Problems

Even if the LAUSD staff member forgot/misplaced/lost his or her parking access badge or is running late, the employee should continue to park in his or her assigned parking structure. Please follow the procedures below:

1. If you are assigned to park in the Headquarters garage and your access card was lost, misplaced or damaged, Security will verify your status at the 3rd Street entrance and allow you into the garage. You should then contact the Office of the Building on the 2nd floor during business hours to resolve any issues. After hours, you may park at the Huntley lot at the northeast corner of Huntley and Boylston (see map – Exhibit C – attached). You may then resolve your access card issues with the Office of the Building during business hours.
2. If you are assigned to the World Trade Center, B2 or Visconti garages and your access card was lost, misplaced or damaged, you should pull a visitor ticket and then be prepared to give your name and show a drivers license to the garage attendants. During business hours, contact the Office of the Building at Headquarters to resolve any access card issues.

*Please contact the LAUSD Office of Building (Morlin Asset Management)
with questions or for additional forms - (213) 241-1320*



333 South Beaudry Avenue
Suite 209, 2nd Floor
Los Angeles, CA 90017
ph. 213-241-1320
fx. 213-241-8821
Web Site: www.morlinmamnt.com

PARKING VALIDATION BOOK REQUEST

Division: _____

Branch: _____

Floor: _____

Contact: _____ Phone: _____

Funding Line:

Fund	Area	Orgn	Prog	Obj

Validation Books Requested: *(2 Books Maximum per Request)*

Validation Type	Validations per Book	Cost per Book	# of Books Requested	Total Cost	(for internal use) Serial Numbers
Visconti – All Day	100	\$0			

Department Head Authorization

The undersigned has read the *LAUSD Visitor Parking Policy* and agrees to enforce the policy to help insure that validations are not misused.

Signature: _____ Date: _____

Printed Name: _____

Books Received by: _____ Date: _____

Printed Name: _____

Validation Sticker Number	Parking Ticket Number (5 digit # by date)	Date Issued	Printed Full Name of Individual (please write legibly)	Check Box Below			Company	Department Visited	Floor Visited	Reason for Visit or Reason for Staff Validation
				Empl- oyee	Con- tractor	Visitor				
8251	12456	5/15/2011	John Smith			x	ABC Co.	Central Facilities	22	Presentation of services
8252	98765	5/15/2011	Steve Jones	x			LAUSD	Central Facilities	22	Meeting on new project at HS 4444
8253										
8254										
8255										
8256										
8257										
8258										
8259										
8260										
8261										
8262										
8263										
8264										
8265										
8266										
8267										
8268										
8269										
8270										
Total Counts:				1	0	1				
<i>Employees on subsidy need to go to the Morfin Office for a validation, 2nd floor -Suite 209</i>										
<i>Logs must be turned in when requesting a new set of Books and Logs -- no exceptions</i>										
<i>Questions? Please call Morfin Management at 213-241-1320</i>										

Sample

EXHIBIT B

Visitor Parking Lots for LAUSD Administrative Headquarters Effective May 1, 2008



★ = Garage or lot entrance

■ = Visconti Garage – Main visitor garage for Headquarters visitors. Free to visitors on District business with proper department-provided validations.

■ = First visitor overflow lot (when Visconti is full). **Also may be used after 5:00 PM and on weekends for visitor parking with PRIOR ARRANGEMENT through Morlin Asset Management (213-241-1320)**

■ = Special visitor overflow lots – free with validation but available **ONLY** when directed.

→ = Driving routes to visitor overflow lots – when directed.

NOTE: The main visitor parking location is the Visconti garage at the northwest corner of Miramar and Boylston. If the garage is full, parking lot attendants at the garage will re-direct you to an overflow lot.

Do NOT park in any overflow lot unless directed – your validation may not be honored.