

LAUSD ACCESS BADGE REQUEST

TYPE OF REQUEST: (check one)

- New Card Replace Lost, Stolen or Damaged Card
(\$10 check or money order payable to LAUSD – subject to change)
 Change on Existing Card: Replace Defective Card Access Level Change
 Parking Change Other: _____
 Transferred to new department at LAUSD: _____
(Fill in new department name)

CARDHOLDER INFORMATION: (please print)

Name: _____

Building Location: _____ Floor: _____ Cube/Office #: _____

Employee #: _____

Email: _____ Desk Phone: _____

Division: _____ Department: _____

Class Code: _____ Location Code: _____ Position/Title: _____

Replacing Who: _____

Physically Challenged: DMV Plaque/Plate #: _____ (Provide a Copy of the DMV Paperwork)

BUILDING ACCESS:

Fire life safety quiz completed for ID Key Card release? YES 6 digit confirmation code: _____

Fire Life Safety Video and Quiz at <http://lausd.bssnet.com>

Times (check one): 5:30 AM to 6:30 PM 5:30 AM to 9 PM 24 Hours / 7 Days

Days (check one): Mon thru Friday Mon thru Saturday Mon thru Sunday

PARKING:

Please check one: Parking requested Subsidy No parking requested

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

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 may be reasonably modified from time to time.

X: _____
Employee/Contractor Signature

Date: _____

LAUSD AUTHORIZED SIGNER APPROVAL

Name: _____

Email: _____

Signature: _____

Phone: _____ Date: _____

For Internal Use Only: Processing Completion: _____ Card Information: _____

AMAG Key Card #: _____ Access Coordinator Initials: _____ Date: _____

Visconti or Beaudry II Parking Card #: _____ Systems Facilitator Initials: _____ Date: _____

JPEG #: _____

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 improper care of any badge. Check payable to "LAUSD" only. 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 so as not to interfere with adjacent parking use.
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: _____