



Parking Rules & Regulations

Parking permits are required to park on campus and are **only issued to students with a valid driver's license**. If your child plans to park on campus, please review the following rules & regulations with your student.

All vehicles must be registered with the Dean's Office. The cost is \$25 per year. Lost/stolen permits may be replaced for an additional \$25 fee. Once registered, each student will receive a parking permit that must be displayed from the rear-view mirror whenever parked on campus. Because of limited space, parking permits are limited to **one per household**.

Student parking is available in the large parking lot on the south side of campus, both in front and behind the gate, and in the lot directly behind our neighboring church. **Students are not allowed to park in the lots in front of the school, in front of Bertram Hall, or along the STEM building.** A permit does not imply that a parking space is guaranteed. Street parking is available on either side of Martin Luther King Jr. Blvd. directly in front of the campus property and does not require a permit. Students using parking areas accept full responsibility for their vehicles and are advised to take appropriate precautions to protect their property from theft and vandalism.

Any vehicle parked on campus may be searched by the administration if there is a cause.

Parking lot violations may be given in the following cases: 1) Failure to display the required valid parking permits; 2) Parking in designated handicap spaces; 3) Parking in a no parking zone; 4) Parking in a fire lane; 5) Blocking entrances to buildings or driveways; 6) Unauthorized parking in a reserved parking area; 7) Blocking access to trash/recycling receptacles; 8) Improperly parked vehicles; or 9) Other misuse of student parking lot.

Parking Violation Steps: 1st Violation – Warning; 2nd Violation – Called up to office for conversation with Dean of Students; 3rd Violation \$50 Fine; and 4th Violation Car towed at student expense.

Students demonstrating excessive speed, careless driving, or continuous disregard for parking safety regulations may have their parking privileges revoked, and/or face disciplinary consequences through the Dean's Office.

Students are not allowed to leave campus to go to their car during the school day.

Students must report a lost or stolen permit or any accident or damage to the Dean's office.

To receive a parking permit:

1. Complete the **Parking Permit Registration Form 2024-2025** and pay the **\$25 registration fee**.
2. Review the on-campus parking rules outlined in the registration form with your student.
3. Have your student bring proof of purchase to the front office to receive the permit. The email confirmation QR code.

Permits will be available for distribution in the front office on or after **Monday, August 12**.

If you have any questions about parking permits, please contact Kelly Harrington at 916-733-3625.

Sincerely,
Deans of Students