

Pass Number _____



Catholic, College Preparatory
School for Young Women

MERCY HIGH SCHOOL PARKING GUIDELINES

All staff members and students must register any vehicle parked on Mercy's lot. A parking pass will be given for each registered vehicle. Staff passes are to be hung from the rearview mirror. **Student passes are to be applied to the top corner of the front windshield on the driver's side.** See page two.

Students:

1. Students will need to register their vehicle(s) at the beginning of each school year. Please go to: <http://goo.gl/forms/SqI2Qh5BIIOfSgT2>.
 - a. The initial parking pass(es) will be given free of charge. If a parking pass is lost or damaged a new one must be purchased for \$5.
 - b. If a new vehicle is purchased to replace a vehicle that has already been registered within a school year, students will need to update the registration and continue to use the same pass.
2. Student parking will be allowed in the following lots (see page two):
 - Lot outside of the Flagpole Entrance (on 11 Mile Road), student parking section ONLY.
 - Lot outside of the Auditorium/Gym Entrance (on Middlebelt Road), student parking section ONLY.
3. There will be **NO** student parking in the first row (both sides) of the Auditorium/Gym Entrance lot or in the bus section. Leave the spaces in front of the bus section empty, regardless of whether a bus is present. See page two.
4. Parking must occur in appropriately marked parking spaces. Areas in the parking lots where there are diagonal, parallel, yellow lines are not parking spaces (see page two). Parking is prohibited in these areas. Vehicles parked in these areas may be towed at the owner's expense.
5. 1st violation: Warning; 2nd violation: One detention; 3rd violation: \$20 fine; 4th violation: Administration will meet with student and parents and possible suspension.

Note: Parking guidelines will be enforced Monday– Friday, during regular school day hours.

Staff:

1. New staff will need to register their vehicle(s). Please go to <http://goo.gl/forms/SqI2Qh5BIIOfSgT2>. Returning staff will keep the same pass, any updates need to be reported to Kate Scalzi.
 - a. The initial parking pass(es) will be given free of charge. If a parking pass is lost or damaged a new one must be purchased for \$5.
 - b. If a new vehicle is purchased to replace a vehicle that has already been registered, staff members will need to update the registration and continue to use the same pass.
2. Staff parking will be allowed in the following lots:
 - Lot outside of the Reception Area Entrance or Flagpole Entrance (on 11 Mile Road)
 - First row (both sides) of the lot outside of the Auditorium/Gym Entrance (on Middlebelt Road), for Athletic Department staff (including coaches), Cafeteria staff, Maintenance staff and Physical Education teachers only

WOMEN WHO MAKE A DIFFERENCE

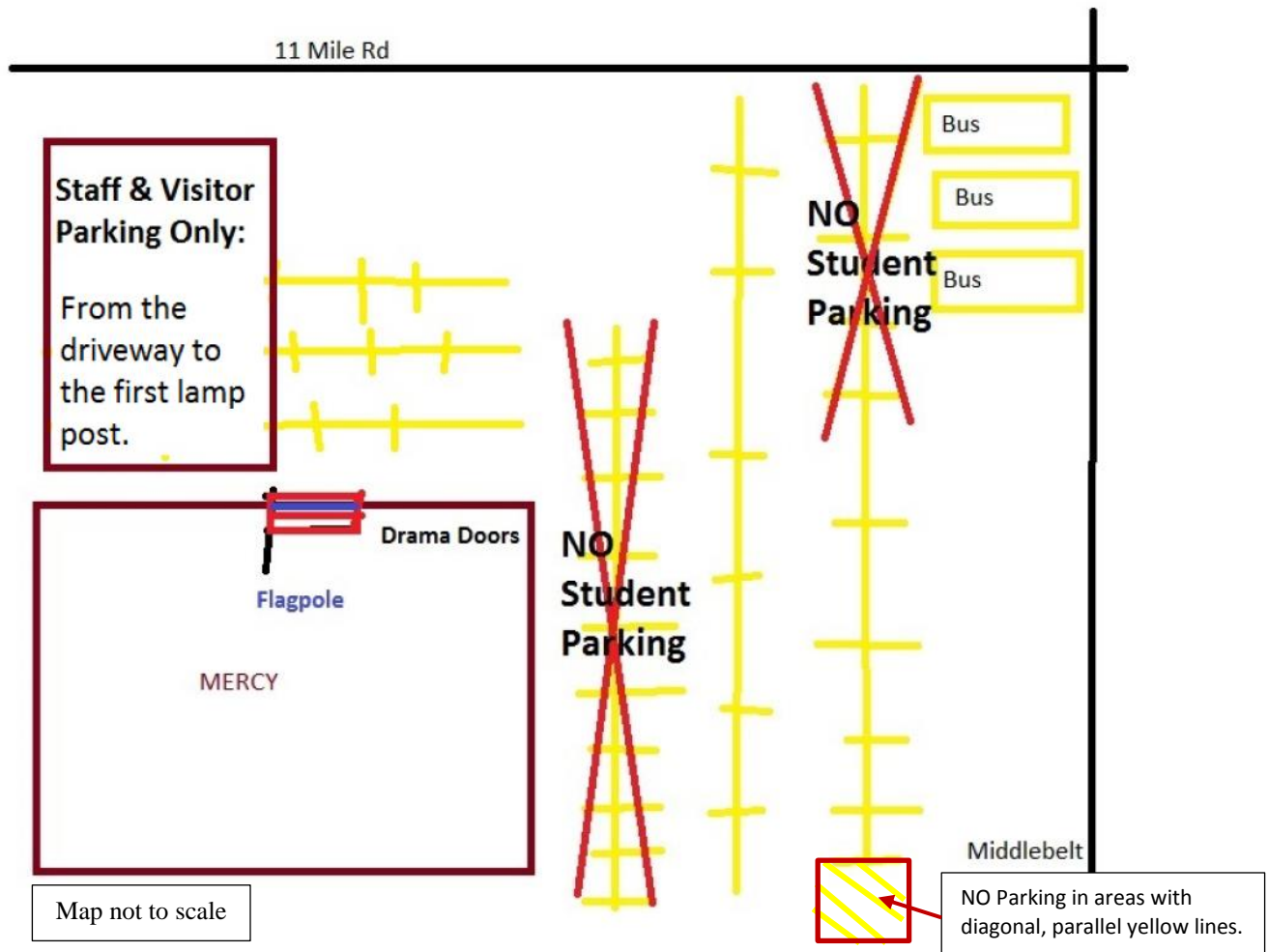
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