



SAINT IGNATIUS

COLLEGE PREP

A Jesuit school founded in 1869.

STUDENT PARKING INFORMATION

From: Ms. Bobor- Operation's Department

Date: June 21, 2010

Re: Roosevelt-Racine Parking Lot Use

Parking spaces in the Roosevelt-Racine Parking Lot will be allocated to Senior and Junior students using a lottery system. The initial lottery will favor Senior & Junior carpools. If spaces are still available after the first lottery, the second will consist of single drivers.

In order to participate in the lottery, the following criteria must be met:

1. Carpools must consist of more than just members of the same family and all members of the car pool must be registered on the sign-up application.
2. You may not be registered as a passenger or driver in multiple carpools.
3. **The enclosed application must be completed in full and returned to the Operation's Office by 3pm on August 3, 2010.** *Late applications will not be included in the lottery. Students submitting their application late will be placed on a waiting list and will not be guaranteed a space. Faxed applications will not be accepted.*
4. **Each and every driver must fill out an auto registration form. All paper work for a particular carpool must be stapled and submitted at the same time.**

On August 13th, 2010 and August 16th, 2010 there will be a list posted outside the switchboard identifying those who have been assigned a parking space. At that time, parking permits will be available for pick up. **The student who is being billed for the parking space will be responsible for picking up the parking permit for the carpool.**

Any spaces not claimed by August 31st will be forfeited and reassigned to someone who is on the waiting list!

Roosevelt-Racine Parking Lot Regulations

- 1) *All vehicles not displaying a current parking permit will be towed at the owner's expense.*
- 2) One parking space will be assigned to each carpool. Each carpool will be assigned TWO parking permits that will reflect the space number assigned to the carpool. It is the carpool's responsibility to transfer the parking permit to the registered vehicle utilizing the parking space on any given day.
- 3) During school days, The Roosevelt-Racine Parking Lot will be locked from 9:00 am until 2:00 pm
- 4) Saint Ignatius College Prep assumes no liability for damage to vehicles or their contents while said vehicles are parked on school property. Said damage includes but is not limited to vehicle theft, tampering or window breakage.
- 5) In the case of theft or damage, it is the carpool's responsibility to fill out a police report and notify the Operations Department.
- 6) Any change made to the status of a carpool must be reported to the Operations Department within 5 days.

Completed Forms should be mailed to the Attention of
Tina Bobor, Operations Department

If you should have any questions, please contact Ms. Bobor at 312-421-5900, x444.

PLEASE PRINT

Primary Drivers Names	Year (Jr or Sr)	Parent Signature
1.		
2.		
3.		

Carpool Members	Year of Student	Parent Signature

Each student listed above must be accompanied by a parent signature.

The cost of parking for the year is \$500.00. This charge will appear on your tuition statement.

Please indicate the name of the **student** to be billed by the Treasurer's Office:

Name of Student (please print):

*****The student who is being billed for parking will be responsible for***

*picking up the parking permit for the carpool***



SAINT IGNATIUS COLLEGE PREP AUTO REGISTRATION

Name of Driver _____ Class Year _____

Car Model & Year _____

License Number _____

Car Model & Year (2nd Car) _____

License Number _____

St. Ignatius College Prep assumes no liability for damage to vehicles or their contents while said vehicles are parked on school property. Said damage includes but is not limited to vehicle theft, tampering or window breakage. We the undersigned acknowledge this disclosure and agree to hold St. Ignatius College Prep harmless.

Signature of Parent

Signature of Driver

Date



SAINT IGNATIUS COLLEGE PREP AUTO REGISTRATION

Name of Driver _____ Class Year _____

Car Model & Year _____

License Number _____

Car Model & Year (2nd Car) _____

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Signature of Parent

Signature of Driver

Date



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Signature of Parent

Signature of Driver

Date