



Los Angeles Unified School District Headquarters  
Office of the Building  
Information Update (New Assignment)

**REQUESTOR INFORMATION:** (please print)

Employee Name:	Employee #:
Email:	Desk/Office Phone:
Class Code:	Position Title:
Replacing Another Employee? (Yes/No)	If yes, name of employee (if known):
Work Location – Floor #:	Work Location – Cubicle/Office #:
Division/ Branch:	Location Code:
Parking Already Provided – Current Parking Assignment?	If No, Are You Requesting Parking? (Yes/No)
Physically Challenged? (Yes/No) DMV Plaque/Plate #	Provided Office of the Building required copy of DMV paperwork? (Yes/No)

**Requested Building Access:**

**Times** (check one):

☐ 5:30 a.m. to 6:30 p.m. ☐ 5:30 a.m. to 9:00 p.m. ☐ 24 hours/7 days

**Days** (check one):

☐ Monday thru Friday ☐ Monday thru Saturday ☐ Monday thru Sunday

**If parking is requested, please complete the following information:**

Vehicle Information	Make/Model	Year	Color	License Plate
Vehicle 1				
Vehicle 2				

I have read, understand, and agree to follow terms and conditions outlined in LAUSD Parking Rules and Regulations on the back of this form. (Applicable for all locations) **Initial Here:**

Employee/Contractor Signature:

X\_\_\_\_\_ Date: \_\_\_\_\_

Senior Leadership Division Head Approval:

X\_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please submit form to the Office of the Building (Email: [OfficeoftheBuilding@lausd.net](mailto:OfficeoftheBuilding@lausd.net))  
(-OVER-)**

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**Parking Rules and Regulations**

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. Call the LAUSD Headquarters Office of the Building at 213-241-1320 to request approval.
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.

**Initial Here:** \_\_\_\_\_