



# SAINT IGNATIUS

COLLEGE PREP

*A Jesuit school founded in 1869.*

## PARKING LOTTERY EXPLANATION

**From:** Ms. Bobor- Operation's Department

**Date:** June 8, 2011

**Re:** Roosevelt-Racine Parking Lot Use

Parking spaces in the Roosevelt-Racine Parking Lot will be allocated to Junior and Senior students using a lottery system. The initial lottery will favor Senior & Junior carpools, followed by a second lottery, if additional spaces are available, consisting of the single drivers.

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

1. You must have a carpool and all members of the carpool 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 5, 2011.** *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. Please do not fax your application.*

On August 15<sup>th</sup> and 16<sup>th</sup>, there will be a list posted outside the switchboard (1<sup>st</sup> floor) identifying those who have been assigned a parking space. Parking permits will be available for pick up on August 15<sup>th</sup> and 16<sup>th</sup>. ***The student who is being billed for the parking space will be responsible for picking up the parking permits for the carpool.***

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

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

## Roosevelt-Racine Parking Lot Regulations

- 1) Before a permit will be issued, a completed auto registration form with signatures must be returned by 3:00pm on August 4, 2011. Each carpool is allowed the maximum of (3) drivers. **Each and every driver must fill out an auto registration form.** If you have three (3) drivers in your carpool, we must have (3) auto registration forms on file. All paper work for a particular carpool must be **stapled and submitted at the same time.**
  
- 2) One parking space will be assigned to each carpool. *Each carpool will be assigned one parking space. You will receive (3) parking permits that will reflect the number of your space. All vehicles not displaying a current parking permit will be towed at the owner's expense. This will be strictly enforced!!*
  
- 3) Space numbers 173-310 have been allocated for student parking. Space numbers 310-315 are **reserved.** Space numbers 114-172, located on the East end of the parking lot (lined in yellow) near May Street, are **reserved** for Faculty and Staff only. **Do not park in these spaces! Violators will be subject to a City of Chicago parking violation.**
  
- 4) The Roosevelt-Racine Parking Lot will be locked from 9:00am until 2:00pm.
  
- 5) Always lock your vehicle and never leave cell phones, Ipods, GPS systems, packages or book bags on the seat of your car or in any other visible location. Store them in your truck.
  
- 6) Report any theft or damage to the Operations Office as well as fill out a police report.
  
- 7) Report any change of status in a carpool to the Operations Department.

**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):**

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***\*\*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 (2<sup>nd</sup> 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 (2<sup>nd</sup> Car) \_\_\_\_\_

License Number \_\_\_\_\_

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\_\_\_\_\_  
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 (2<sup>nd</sup> Car) \_\_\_\_\_

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\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date