

D3. Parking Permit Request - PCCD



Peralta Community College District

For Business Office and Police Services Use	
No. of Stickers Issued:	
Issued By:	
Date Issued:	



Faculty/Staff Parking Permit— Application Form

New parking permits will be issued to Faculty & Staff upon completion and approval of this form. The PCCD Police Department will issue parking permits for the District Administrative Staff, and the Campus Business Office will issue the parking permits for the Campus Faculty and Staff. It is the responsibility of the Faculty and Staff to renew the their parking permit before the expiration date. To get a new parking permit sticker, please fill in all the required information on this form, and return it to the Business Office (Campuses only), or to PCCD Police Department (for District Administrative Staff).

<input type="checkbox"/> New Application		<input type="checkbox"/> Change Application		Date:	
1. Site Where Faculty and Staff Work (Check One)					
<input type="checkbox"/> District		<input type="checkbox"/> BCC		<input type="checkbox"/> COA	
<input type="checkbox"/> Laney		<input type="checkbox"/> Merritt			
2. Permit Holder Contact Information: (Provide a work phone number in case Police Services needs to contact you.)					
Last Name:				First Name:	
Department:				Work Phone #:	
3. Vehicle Information: (List all vehicles that require parking permits.)					
<u>Permit #</u>	<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>Color</u>	<u>License Plate</u>
4. I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT, AND I AGREE TO THE FOLLOW TERMS:					
<ul style="list-style-type: none"> • Permit serves as permission to park in the Faculty/Staff lot, but does not guarantee a parking space. • I will not park in reserved spaces unless I have specific authorization from the College to do so. • Permit must be turned in upon separation of employment from the Peralta Community College District. • I will obey posted speed limits in the parking lots at all times. • Permit must be affixed to the front of the vehicle, visible from the front windshield (right or left side of windshield is acceptable, as long as it is clearly visible). • Permit is not transferable. Only vehicles listed on this form are valid. • This permit is only for Faculty and Staff of PCCD. • Lock your vehicle. PCCD assumes no responsibility for any vehicle or its contents while it is parked on PCCD property. 					
_____ Signature			_____ Date		

5. Manager's Approval: Obtain your Manager's approval and keep a copy of this form, and return the original from to the Business Office (for Campuses), or to PCCD Police Department (for District).		
_____ Manager (Print Name)	_____ Signature	_____ Date