



Peralta Community College District

Faculty/Staff Parking Permit— Application Form

For Business Office and Police Services Use	
Permit Number:	
Expiration Date:	

Faculty and Staff parking tags will be issued by each Campus and the District upon completion of this form. The PCCD Police Department will issue the permits for the District Staff, and the Campus Business Office will issue the permits for the Campus Faculty and Staff. The Parking tags will require a current validation sticker. It is the responsibility of the Faculty and Staff to renew the validation sticker before the expiration date. To get a new validation sticker or parking tag, 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 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 the Parking Tag will be used on. If you transfer the Tag to a vehicle not listed on this form, you may receive a ticket from Police Services.)				
<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 termination of employment with the District. • I will obey posted speed limits in the parking lots at all times. • Permit is only valid if a current validation sticker is affixed to it. Must affix sticker right under "Valid Through" spot on tag. • Permit must be hung from the rear view mirror so that permit number and validation sticker are visible from the front windshield. If the permit does not hang properly so that permit number and validation sticker are visible, I will affix the permit to the front windshield by other means, so that it is clearly visible. • I will remove the permit before vehicle is in motion. • Permit is not transferable. Only vehicles listed on this form are registered to this permit • 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	Signature	Date