

LAUSD ACCESS BADGE REQUEST

TYPE OF REQUEST: (check one)

- New Card Exiting LAUSD Replace Lost, Stolen or Damaged Card (\$10 charge – subject to change)
- Change on Existing Card: Replace Defective Card Access Level Change

Building Location: Location Code: Pos



Replacing Who:

Physically Challenged: DMV Plaque/Plate #: _____ (Provide a Copy of the DMV Paperwork)

BUILDING ACCESS:

Fire life safety quiz completed for ID Key Card release? † YES Go to <http://lausd.bssnet.com>
Provide copy of successful quiz completion _____

Times (check one): 5:30 AM to 6:30 PM 5:30 AM to 9 10 PM 24 Hours / 7 Days
Days (check one): Mon thru Friday Mon thru Saturday Mon thru Sunday

PARKING:

Please check one: Parking requested Subsidy No parking requested

Vehicle Information	MAKE / MODEL	YEAR	COLOR	LICENSE PLATE
Vehicle 1				
Vehicle 2				
Vehicle 3				

I have read, understand and agree to abide by the terms and conditions listed on the back of this form. I also agree to abide by the rules and regulations of the Los Angeles Unified School District as attached and as may be reasonably modified from time to time .



X: _____
Employee/Contractor Signature



Date: _____

<u>LAUSD AUTHORIZED SIGNER APPROVAL</u>	
Name: _____	_____
Email _____	_____
Signature: _____	_____
Phone: _____	Date: _____

For Internal Use Only: Processing Completion:

AMAG Key Card #: _____
Visconti or Beaudry II Parking Card #: _____
JPEG #: _____

Card Information:

Access Coordinator Initials: _____ Date: _____
Systems Facilitator Initials: _____ Date: _____

Parking Rules and Regulations – All Locations

LAUSD Administrative Headquarters

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 misuse of any badge. 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.
4. Automobiles must be parked entirely within the stall lines on the floor.
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-