



**La Salle Green Hills**  
**Safety and Security Office**

**Gate Access Car Sticker Application Form**

SY 20\_\_ - 20\_\_

**Instructions:**

1. Please print out and accomplish this form and have it assessed by the SAFETY and SECURITY OFFICE (SSO).
2. Pay the corresponding amount and present the Official Receipt to SAFETY and SECURITY OFFICE (SSO).

**Name of Applicant:** \_\_\_\_\_ **Relation to LSGH student:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Tel. Number:** \_\_\_\_\_ **Mobile Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Date of application:** \_\_\_\_\_ **Previous Car Sticker color & number** \_\_\_\_\_

Plate #	Type of vehicle	Model/Color	Student's name	Gr./Yr. & Sec.	Sticker color / No. (to be accomplished by Safety and Security Office after payment)

**Total Amount:** \_\_\_\_\_ **OR number:** \_\_\_\_\_ **Release date:** \_\_\_\_\_  
 (Php 350.00 / sticker)

**Requirements:**

1. The pupil/student must be currently enrolled at LSGH (submit a photocopy of proof of enrolment/receipt).
2. For New Applicant:
  - a. Photocopy of vehicle's OR/CR
  - b. If vehicle is not registered under the applicant's name, attach a copy of notarized Deed of Sale, letter of authorization/certification from the company if the vehicle belongs to the relative or company.
3. For Old Applicant:
  - a. Vehicle with previous LSGH Gate Access Car Sticker (w/ complete requirements) may not need to submit OR/CR. Simply indicate the Old Sticker Color & Sticker Number on the Application form.

**Privileges of having LSGH Gate Access Car Sticker:**

1. Only vehicles with LSGH Gate Access Car Sticker are allowed to enter the school roadway to drop-off and pick-up student/s.
2. During official school activities like Family Day, Graduation Day, Parent-Teacher Consultation Day, etc. when oval parking is open, only those vehicles with LSGH Gate Access Car Sticker are allowed to park inside on a "First Come, first served" basis.

**Campus Parking and Traffic Agreement:**

Parent agrees to:

1. Instruct driver to strictly observe LSGH parking/traffic rules and regulations. A Traffic Violation Report / Ticket will be issued to violators. Fines will be charged to the student's account.
2. Notify the Safety and Security Office of any alteration on license plate number, vehicle ownership or vehicle modification.
3. Pay for the replacement of current LSGH gate access car sticker (Php200.00) in case the windshield is replaced or vehicle is sold.  
 \*Please present the receipt of windshield replacement or deed of sale to SSO and the LSGH gate access car sticker to be replaced (no sticker, no replacement).

**Penalties and fines:**

<p><b>Sticker Violation (Php. 2,000.00)</b></p> <ul style="list-style-type: none"> <li>• Using fake LSGH Gate Access Car Sticker</li> <li>• Placing of LSGH Gate Access Car Sticker to another vehicle other than the one applied</li> </ul> <p><b>Other Violations (Php. 500.00)</b></p> <ul style="list-style-type: none"> <li>• Not following the color-coded scheme / early entry</li> <li>• Smoke belching</li> <li>• Blowing of horn</li> <li>• Playing of loud music</li> <li>• Driver not staying at gate 6 waiting area</li> <li>• Taking shirt off while waiting</li> </ul>	<p><b>Traffic and Parking Violation (Php. 1,000.00)</b></p> <ul style="list-style-type: none"> <li>• Loading / unloading in areas not designated as loading / unloading</li> <li>• Prolonged parking</li> <li>• Double parking</li> <li>• Running engine while parked</li> <li>• Leaving vehicle unattended to pick-up or drop-off passenger</li> <li>• Driving against the flow of traffic (unauthorized counter flow)</li> <li>• Detaching / Tampering LSGH Gate Access Car Sticker</li> <li>• Unauthorized parking</li> <li>• Disregarding traffic personnel, Signs and Lane markings</li> <li>• Failure to give way to pedestrian</li> <li>• Over speeding</li> <li>• Others like Smoking, Overtaking, Gambling, Littering inside the campus, Urinating in open areas, etc.</li> </ul>
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**Reminder:**

1. Park at your own risk.
2. People inside the campus must be responsible for their personal belongings. The school shall not be responsible or liable for any loss or damage on personal property.
3. Refund request for LSGH car sticker may be accommodated within one (1) month from the date of acquisition only.

**Applicant's Printed Name and Signature:** \_\_\_\_\_