



Gate Access Car Sticker Application Form

SY 20__ - 20__

Instructions:

1. Accomplish this form and have it assessed by the SAFETY and SECURITY OFFICE (SSO) together with the required documents.
2. Pay the corresponding amount and present the Official Receipt to SSO.

***Name of Parent / guardian:** _____

Tel. Number: _____ **Mobile Phone Number:** _____

Date of application: _____

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)	
					OLD	NEW

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

Requirements:

1. The pupil/student must be currently enrolled at LSGH (present proof of enrolment/receipt).
2. Present LTO Certificate of Registration and Official Receipt
3. Photocopy of valid government issued ID bearing signature of parent (all details may be erased/covered except picture, name and signature)
4. If applicant is not the parent, submit photocopy of valid government issued IDs bearing signature of both the parent and representative (all details may be erased/covered except picture, name and signature) together with an authorization letter.

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

By signing this application form, you agree with all terms and conditions relative to the access sticker. You further commit to abide by all policies including those that would be implemented in the future. Lastly, you consent to the processing of your information for LSGH to document those who have access to the school and to know who to contact. We will treat your information in the strictest confidence and will implement security measures to safeguard your information. We will dispose of this form and all electronic copies end of September of the next school year.

Parent's Signature over printed name: _____