

Mountain Ridge Baptist Church

Parking Application Packet

2011/2012 School Year

Applying for a space at MRBC is a 4 step process and everything you need is included in this packet.

1. Fill out your application and submit payment of \$175.00.
2. Read the rules (needed for the step 3.)
3. Take the parking test.
4. Once steps 1-3 are completed bring the applicant's driver's license, current vehicle registration and current insurance to the church office during office hours (or fax 623-362-9399 to complete the process.)

Questions? Contact the Church Office
Monday-Thursday from 10:30 am to 4:30 pm
at 623-362-9400 or email us at receptionist@mountainridge.org

Process to Apply for a Space at MRBC

1. *How do I apply for a space?*
 - Read the rules below.
 - Fill out and sign the application.
 - Obtain a copy of student's driver's license, vehicle registration & insurance card showing coverage for the car being registered.
 - Complete the *Parking Lot Test* and turn in with *Application*.
 - Complete payment section of application in the amount of \$175.00 (*\$150 parking fee plus \$25 administrative fee*).
2. *What happens if I don't get a spot?* If not approved for a spot, you will be notified and receive a refund minus the \$25 administrative fee.
3. *Can I get a refund if I decide not to park here?* Seniors who get a spot at the school will receive a refund, less \$25 administrative fee, as long as you notify us immediately and return the parking decal in unused condition, and if we have people on a waiting list to fill the spot. (If decal is used or unreturned, the refund is reduced by \$10.)

FAQ and Rules

1. *Can I share a spot with my friend?* Spot sharing is **NOT** allowed, except in the case of siblings.
2. *Where do I put the Parking Decal?* Permanently affix decal to **DRIVER'S SIDE rear bumper**. Taping is not acceptable.
3. *How will I know if I've been granted a spot?* You will receive notification by mail by the 1st of August.
4. *How do I park my vehicle?* Pull forward into your space and center between stripes.
5. *What do I do if I can't drive my car for some reason?*
 - **IN AN EMERGENCY**, you may occasionally (up to 5 occurrences per year) drive an alternate or have your friend drive their vehicle as long as you report it to the office in writing prior to parking. *On the note, please include: your spot #, driver and driver's parent's name, driver's parent's daytime phone number, complete vehicle description & beginning and ending dates to be parked here. Slip the note between the front doors prior to leaving your car on the lot.* Each note is good for only one week
 - Substitute drivers and all passengers must abide by the terms of this contract and **you** are responsible for **their** actions – your parking privileges are on the line!
6. *What do I do if I permanently change vehicles?*
 - Notify the office in writing immediately– before parking on the lot!
 - Register new vehicle – supply a photocopy of new vehicle's registration & proof of insurance specific to the new car
 - Purchase new decal for \$10.
7. *What do I do if my address or phone number(s) change?* Provide the new information in writing (email is acceptable).
8. *What do I do if someone is in my parking place when I get here in the morning?* Leave us a note with description including License Plate #, then park in one of the "guest" spots in front of the church facing 67th Ave.
9. *What should I do if my car gets broken into, vandalized or stolen?*
 - Prevention is the first step: To increase vehicle security, don't leave any valuables in car; remove stereo faceplates; don't show off or brag about your sound system or other expensive or desirable additions to your car. If you like your cool stuff so will someone else.
 - Call the Glendale Police and notify the church office in case others had similar misfortune. Church personnel will gladly help you with your phone calls.
10. *What conduct is expected of me and my riders while on the church's property? (MAJOR VIOLATIONS)*
 - **No smoking - No drinking - No use of or possession of illegal drugs - No cussing or vulgar sign language – No firearms of any kind -**
 - **No vulgar or profane decals/images/bumper stickers should be displayed on the car's exterior.**
 - **Basic courtesy to other drivers and to officials of the church.**
 - **No trash is to be left on the church property.**
 - **No trespassing on the property neighboring the church parking lot.**
 - **Safe driving while in the lot and while entering or exiting the church parking lot. NO EXCESSIVE SPEED, SQUEALING TIRES OR TAILGATING**
 - **Do not pass other vehicles that are waiting to enter or exit the parking lot.**

Disciplinary Actions Infractions are tracked and assigned point(s) as listed below:

1. **Minor violations** - 1 point/infraction. A note on student's vehicle will show infraction & cumulative point total.
2. **Recurring violations** - point total reaches or exceeds 5 points, the student's parking privileges may be TEMPORARILY SUSPENDED.
3. **Major violations** – 3, 5 or 10 point per infractions. When point total reaches or exceeds 10 points, parking privileges may be PERMANENTLY REVOKED and/or student's vehicle towed. *Towing and impound fees are at student/car owner's expense.*
4. **Unauthorized vehicles may be towed** – Any vehicle parked on lot without proper notice is considered to be Unauthorized and may be towed.
5. **Students who have parking privileges revoked** will not receive a refund.

Notice of Personal Responsibility & Waiver: *PARKING IS AT YOUR OWN RISK.* The church assumes NO RESPONSIBILITY for damages, loss, vandalism, or theft of vehicles or property. When deemed necessary, the church reserves the right to share information from this contract and about vehicles and drivers with Mountain Ridge High School administrative and security personnel and Glendale Police Department.

CHURCH PARKING LOT TEST

*Read the contract (front and back) and then, using the contract, answer the following questions.
Return this questionnaire with your contract and the requested documents and Pay*

1. I am required to give the following information to the church, in writing, if I am parking ANY vehicle other than my registered vehicle, on the church's parking lot (**Check ALL that apply**)

<input type="checkbox"/> Color of vehicle.	<input type="checkbox"/> Driver's complete name
<input type="checkbox"/> Make of vehicle (Toyota, Chevy...)	<input type="checkbox"/> Owner's (Parent's) complete name
<input type="checkbox"/> Model of vehicle (Camry, S10...)	<input type="checkbox"/> Driver's parent's daytime phone #
<input type="checkbox"/> License plate #	<input type="checkbox"/> How long vehicle to be in spot
<input type="checkbox"/> My shoe size	<input type="checkbox"/> My favorite color

2. Where I am to leave the note with the information requested in question #1 above (**Check ALL that apply**)

<input type="checkbox"/> On the front windshield of vehicle	<input type="checkbox"/> Put under/through front doors of church
<input type="checkbox"/> Taped on the back window of vehicle	<input type="checkbox"/> On my dresser at home

3. When should I leave the note from questions #1?

<input type="checkbox"/> Before I go to school in the morning	<input type="checkbox"/> The next day
<input type="checkbox"/> Only after I receive a warning from the church	

4. Where does the Parking Decal go (**Check ALL that are apply**)

<input type="checkbox"/> On the rear bumper	<input type="checkbox"/> On the front windshield
<input type="checkbox"/> On the front bumper	<input type="checkbox"/> Driver's side of vehicle
<input type="checkbox"/> On the rear window	<input type="checkbox"/> Passenger's side of vehicle
<input type="checkbox"/> I don't have to put one on my car because I'm special	

5. I should park my vehicle in the following direction (**Check ALL that apply**)

<input type="checkbox"/> Pull forward between the 2 lines	<input type="checkbox"/> Back into the spot between the 2 lines
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6. How often can I park an alternate vehicle in the lot?

<input type="checkbox"/> As many times as I need to	<input type="checkbox"/> Up to 5 occurrences per year
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7. What do I do if someone is illegally parked in my spot (**check ALL that apply**)?

<input type="checkbox"/> Go home	<input type="checkbox"/> Leave information about car in church
<input type="checkbox"/> Leave a mean note on their car	<input type="checkbox"/> Park up front in a guest spot

8. If I permanently change vehicles, I need to give what to the church (**check ALL that apply**)?

<input type="checkbox"/> Copy of vehicle registration	<input type="checkbox"/> \$10 for new decal
<input type="checkbox"/> Copy of vehicle insurance	<input type="checkbox"/> \$175 and start all over

9. Which of the following is NOT allowed on the premises?

- Tobacco products**
- Alcoholic drinks**
- Illegal drugs**
- Cussing**
- Vulgar sign language**
- Speeding**
- Passing others in line**
- Talking back to church personnel**
- Leaving trash in lot**
- Politeness*
- Responding to notices from church office*
- Exercising patience when entering and exiting the lot*

10. Why do I need to let the church know if my car is vandalized or stolen?

- So we can help you communicate with police
- So we can see if a pattern exist to the vandalism/theft
- So we can check our records for illegal vehicles to obtain leads
- So we can help clean up any mess left by vandals

11. What actions will the church take to enforce the rules?

- Leave a note on vehicles requesting action
- Call parents
- Send letters to parents
- Suspend parking privileges
- Revoke parking privileges
- Tow vehicles for repeated or blatant offenses
- Talk to MRHS security and administrative personnel

My Name (print clearly): _____

My Signature: _____

Date: _____

Mountain Ridge Church

Student Parking Permit Application Form

23104 N. 67th Ave., Glendale, AZ 85310 phone: 623.362.9400 fax: 623.362.9399 web: www.mountainridge.org

Student Name _____ Driver's License # _____ Student Cell _____

Student's Email _____ Grade in School 2011-2012 _____

Father's Name _____ Mother's Name _____

Father's Email _____ Best Daytime Phone # for Father _____

Mother's Email _____ Best Daytime Phone # for Mother _____

Street Address _____ City _____ Zip _____ Home Phone # _____

INFORMATION ABOUT MY CAR:

Make _____ Model _____ Year _____ Color _____ License Plate # _____

Direction you will most often turn when exiting the church parking lot: ___ North (Left) ___ South (Right)

Your signature below acknowledges that you have read this contract in its entirety and agree to comply with the terms stated therein.

Student Signature _____ Date _____ Parent Signature _____ Date _____

For Office Use Only

Date Payment Processed _____ Grade on test _____ Need Interview _____ Date interview completed _____

Student Driver License _____ Vehicle Registration _____ Proof of Insurance _____ Spot # _____

Vehicle #2

Vehicle Make _____ Vehicle Model _____ Model Year _____ Vehicle Color _____ Vehicle License # _____

PAYMENT OPTIONS (\$175 for entire school year)

Check # _____

Cash

Credit Card ___ Visa ___ MC

Name as it appears on your card _____ Exp Date _____

Card # _____ CV # _____

-----Your credit card information will be shredded after processing your payment.-----