

**Monday, August 2 - Thursday, August 5, 2009**  
**10 am to 3 pm**  
**SGHS Teachers/Staff**  
**May Purchase a 2010-2011 School Year**  
**WPC Parking Permit**

**Guidelines and Instructions for SGHS Teachers/Staff Purchasing a 2010-2011 WPC Parking Permit:**

**Teacher/Staff's Cost is \$60** (exact cash or a check made out to WPC).

**You must come in person to the Church and have all the following documentation before a permit may be purchased:**  
**(NO PERMITS WILL BE ISSUED WITHOUT THIS DOCUMENTATION)**

- 1. SGHS Teachers/Staff, Employee ID**
- 2. Valid Georgia Driver's License**
- 3. Proof of Insurance**
- 4. License Plate Number of Vehicle(s) you will be driving**
- 5. Make/Model/Year/Color of Vehicle(s) you will be driving**
- 6. EXACT CASH payment of \$60 or Check**

**PERMITS WILL NOT BE ISSUED WITHOUT ALL THE REQUIRED DOCUMENTATION *(at the time of purchase)*.**

## **IMPORTANT MESSAGE**

### **READ THIS NOTICE BEFORE YOU AGREE TO PARK IN WESTMINSTER'S PARKING LOT:**

1. WPC is aware that several SGHS teachers, staff and students prefer to park in our lot because it's more convenient to their classroom(s), and we have agreed to make the lot available for that purpose. This is done as a courtesy to the school.
2. WPC is not operating a full-service parking lot as we DO NOT have the staff to patrol the lot often; our office doesn't open until 9 a.m. every morning so no one is available to check for illegal parking until then (and we will likely NOT be able to "patrol" the lot on a daily basis). We do the best we can to check for illegal parking and for vehicles parking in "reserved" parking spaces, but we cannot guarantee there won't be a time when you find an "illegal" vehicle parked in your space. This is where we must rely on your help.
3. If you arrive and find someone parked in your reserved space, PLEASE follow the guidelines listed on the contract you are signing: 1) park your vehicle on the side of the main church parking lot nearest the bank (in unnumbered spaces to avoid parking in someone else's space). DO NOT PARK IN ANOTHER NUMBERED PARKING SPACE. 2) Contact the church office by phone (770-979-9676) so we will know a vehicle is parked in your space; it would be helpful if you would give us the tag # and a general description of the vehicle. We will make every effort to issue that vehicle a "warning" on the same day; but our problem is that, by the time we go out to do that, often the vehicle is already gone. Since parking is so limited at SGHS, many visitors park in whatever space is nearest the school to go inside for a few minutes; that few minutes just happens to be when the "legal" driver arrives to park in their reserved space.
4. REMEMBER THIS: The closer your reserved space is to school property, the more likely it is that you will be the "victim" of illegal parking. We understand the convenience of parking in the nearest available spaces, but we also understand the INCONVENIENCE of finding someone in your space when you arrive every morning. You may want to consider reserving a space a little further back from the school if you wish to try to avoid any illegal parking (however this is still not a 100% guarantee that your space won't be taken on occasion).

As always, Westminster appreciates your willingness to support the work of our ministries by choosing to park in our lot during the school year. We will do all we can to make sure the space you reserve is available when you arrive to use it.

Thank you –  
Westminster Presbyterian Church  
Buildings/Grounds Committee