

Los Angeles City College Parking Decals/ Permits / Guest/ Visitors	
Full Time Decal <i>Faculty/ Classified Staff</i>	Plant Facilities - AD 317 -- Vera Business Office -- Back up
Part Time Decal <i>Hourly (Adjunct) & Temp. Classified Staff</i>	Plant Facilities - AD 317 -- Vera Business Office -- Back up
Special Decal <i>Administrators/ Deans/ Department Chairs</i>	Plant Facilities - AD 317 -- Vera
Carpool Decal <i>Employees- Rideshare Program</i>	Plant Facilities - AD 317 -- Vera
One Day Permit <i>Forgot your Decal / Rental Car One Day Event / Meeting Interviews/ Vendor/ Guest New Employee Processing Personnel Non District Employees/ Volunteer If you Do Not have a current assignment Non District Employee - Intern, Project Match</i>	Sheriff's Department
Temp. Hanger <i>Registration Rush / Monthly Board Meeting One Day Event / Meeting Non District Employees / Volunteer Non District Employee - Intern, Project Match</i>	Sheriff's Department
Student Worker <i>Student Enrolled @ LACC Lot # 1, 2 & 3</i>	Business Office
Mailroom Lot & Sheriff's Lot <i>Assigned Stalls</i>	Plant Facilities/ Administrative Services

FALL & SPRING—PARKING DECALS

FOR RETURNING STAFF

(If Staff in AD 317 is Out of the Office, Please go to the Business Office)

Day Time Hours —Monday—Friday	Locations
<i>8:00 a.m.—11:30 a.m.</i>	<i>Plant Facilities — AD 317</i>
<i>1:00 p.m.—3:00 p.m.</i>	<i>Plant Facilities — AD 317</i>
Evening Hours — Monday —Thursday	
<i>3:00 p.m.—7:00 p.m.</i> <i>1st two weeks of the semester until 7:00 p.m.</i>	<i>Business Office—AD 111</i>
Please Bring your Cub Card & License Plate Information with you when picking up your Decal!	

FOR NEW STAFF

1. All new staff must be processed @ LACC Campus because of a fee of \$15.00 must be paid for Decal & Cub Card. Also, bring your License Plate information with you.
2. Please bring a copy of your assignment from Department Chair. (new staff)
3. Go to Plant Facilities Office AD 317, during the hours stated above & to obtain the proper forms & instructions on completing the process. If Staff is Out of the Office, Go to Business Office.
4. You will be asked to pay \$15.00 to the Business Office—AD 111.
5. Your Cub Card can be obtained in the Student Assistance Center—AD 105.

Please park in the Faculty & Staff Parking Structure (Lot #4) on Heliotrope Drive.

**For Visitors, Vendors and Temp. Staff during the Semester Rush — Please see your department to arrange with Sheriff's department a one day pass or Temp. Permit.—AD 115*

Thank you

Fall 2016

Parking Decals

Full Time & Hourly Instructors
& Classified Staff

Starting on **August 22nd (Monday)**

August 23rd (Tuesday)

August 24th (Wednesday)

Location: AD 311

Times:

8:30 a.m. to 11:45 a.m.

Closed for LUNCH

1:15 p.m. to 3:30 p.m.