



*Catholic, College Preparatory
School for Young Women*

MERCY HIGH SCHOOL PARKING GUIDELINES

1. All staff members and students must register any vehicle parked in Mercy's lot. A parking pass will be given for each registered vehicle. The parking pass **MUST** be hung from the rearview mirror.
2. Students will need to register their vehicle(s) at the beginning of each school year. The initial parking pass(es) will be given free of charge. If a parking pass is lost or damaged a new one must be purchased for \$5. If a new vehicle is purchased to replace a vehicle that has already been registered within a school year, students will need to update the registration and continue to use the same pass.
3. Staff members will not need to register their vehicle(s) each school year. The initial parking pass(es) will be given free of charge. If a parking pass is lost or damaged a new one must be purchased for \$5. If a new vehicle is purchased to replace a vehicle that has already been registered, staff members will need to update the registration and continue to use the same pass.
4. Student parking will be allowed in the following lots:
 - Lot outside of the Flagpole Entrance (on 11 Mile Road)
 - Lot outside of the Auditorium/Gym Entrance (on Middlebelt Road), must leave the first two rows empty and must not block in the buses
5. Staff parking will be allowed in the following lots:
 - Lot outside of the Administration/Reception Area Entrance or Flagpole Entrance (on 11 Mile Road)
 - Lot outside of the Auditorium/Gym Entrance (on Middlebelt Road), *for Athletic Department staff (including coaches), Cafeteria staff, Maintenance staff and Physical Education teachers only*
6. There will be **NO** student parking in the first two rows of the Auditorium/Gym Entrance lot.
7. Parking must occur in appropriately marked parking spaces. Areas in the parking lots where there are diagonal, parallel, yellow lines are not parking spaces. Parking is prohibited in these areas. Vehicles parked in these areas may be towed at the owner's expense.
8. First time violators of these guidelines will receive a warning. After one warning, violators will lose parking privileges for one week per violation. Sanctions will be given to the owner of any registered vehicle found on Mercy's property without a parking pass, i.e. parking privileges have been revoked and parking still occurs.

Note: parking guidelines will be enforced Monday – Friday, during regular school day hours

WOMEN WHO MAKE A DIFFERENCE

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