

## Parking Permit Application

*Helena College is not responsible for damaged vehicles or contents contained therein. Please take appropriate precautions.*

CIRCLE ONE:    STUDENT    STAFF    FACULTY    ADJUNCT    ACCESS TO SUCCESS    OTHER: \_\_\_\_\_

### PERSONAL INFORMATION

NAME: \_\_\_\_\_  
COLLEGE ID #: \_\_\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

### VEHICLE(S) INFORMATION

VEHICLE YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_  
VEHICLE PLATE #: \_\_\_\_\_ COLOR: \_\_\_\_\_  
IS THE VEHICLE REGISTERED TO YOU?    YES \_\_\_\_\_ NO \_\_\_\_\_  
IF NO, PLEASE LIST THE REGISTERED OWNER: \_\_\_\_\_

VEHICLE YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_  
VEHICLE PLATE #: \_\_\_\_\_ COLOR: \_\_\_\_\_  
IS THE VEHICLE REGISTERED TO YOU?    YES \_\_\_\_\_ NO \_\_\_\_\_  
IF NO, PLEASE LIST THE REGISTERED OWNER: \_\_\_\_\_

VEHICLE YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_  
VEHICLE PLATE #: \_\_\_\_\_ COLOR: \_\_\_\_\_  
IS THE VEHICLE REGISTERED TO YOU?    YES \_\_\_\_\_ NO \_\_\_\_\_  
IF NO, PLEASE LIST THE REGISTERED OWNER: \_\_\_\_\_

### OTHER

DO YOU HAVE A PERMIT FOR HANDICAPPED PARKING?    YES \_\_\_\_\_ NO \_\_\_\_\_

*\*\*Please contact the Cashier should circumstances change. We will update our records accordingly. \*\**

**COMPLETE AND RETURN THIS APPLICATION AND \$15.00 FEE TO THE CASHIER**

*Please Note: Falsification of information may result in a fine and/or revocation of parking privileges.*

I have received and reviewed the parking regulations as they pertain to Helena College. Failure to abide by said policy may result in a ticket, towing, or revocation of parking on Helena College property.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

*Additional permits may be purchased for \$15.00 each*



## **Parking Permit Information:**

- Parking permits are required for all “Permit Only Parking” areas of Helena College.
- A Parking Permit form must be completed and submitted to the Cashier’s office with a \$15.00 fee.
- Parking Permits are valid for the academic year.
- Vehicle Plate # and owner and operator of vehicle (student) must be named on application for permit issuance.
- Extra forms are available for changes, updates, or renewals at [www.helenacollege.edu](http://www.helenacollege.edu), or the Donaldson Campus and Airport Campus

## **Hanging Permit Requirements:**

- The hanging permit must be placed on the rear view mirror, with permit number facing outward.
- Tag must show all information and easily read from outside the vehicle.

## **Parking Requirements:**

- ✓ All vehicles must be registered with hanging permit displayed when parking in designated areas.
- ✓ Park in 1 space-**not crossing space lines.**
- ✓ Do not block driveways or access areas.
- ✓ Forward facing parking ONLY; do not back in.
- ✓ If you forget your permit- **park in non-permit required areas.**
- ✓ Do not park in a hazardous manner.
- ✓ Do not park on a snowbank. (Vehicle must not be tilted)

**\*\*Helena College permits do not allow you to park in handicap or reserved parking. Parking in those areas will result in your vehicle being ticketed and/or towed. Parking violations for handicap area could result in a minimum of a \$100.00 fine. Parking violations in permit parking areas are \$10.00. Vehicle owners are responsible for all accrued charges associated with parking illegally.**

Please contact the Cashier 447-6922 with any questions.