



Dear Parent/Student:

Thank you for contacting La Cañada United Methodist Church (LCUMC) regarding parking while attending La Cañada High School/Hillside Learning Center. Parking is for a suggested donation of \$300.00 per school year or \$200.00 per semester, and \$75.00 for Hillside Learning Center Summer School. *Please note that your donation is tax deductible.* A receipt will be issued to you with your parking permit. We regret that we can no longer issue parking permits to walk-ins. To obtain a parking permit, please follow our revised procedures below:

1. Download, complete and sign the *Parking Hold Harmless Agreement Form*. If you have no access to a computer, please request the form from the church office. Please note that both parent and student must sign the form. Submit one copy to LCUMC (either by mail or as an email attachment) and retain one copy for your records.
2. A **parking decal** will be issued to the student who wishes to acquire parking for both the Fall and Spring semesters. For students who want to park for only one semester, a **temporary parking card** will be issued. Please note that applications for the Spring semester starts after the Thanksgiving weekend.
3. We will process your request as soon as we receive your signed *Parking Hold Harmless Agreement Form* and your check. Once your parking permit is ready, we will contact you via email or by phone. Please place parking decals/cards on the passenger side of your car where it is most visible.
4. Your *Parking Hold Harmless Agreement* is good only for the semester/s for which you applied.

Parking spaces are available on the east end of the parking lot off of Berkshire Place and also in the main parking lot off of Oak Grove Drive. **Park only in the spots that have a white triangle painted on the spot.** Parking in other spots may result in citation, towing, or revocation of your permit. Also, parking with an expired permit may result in citation and towing. Occasionally we may have special church events or rent the lot to filming companies for crew parking that will make the lot unavailable. If we have enough notice we will let you know ahead of time.

If you or your parent/s have any questions or concerns, please feel free to contact the church office by email at 4lcumc@gmail.com, or call (818) 790-3605. Our office hours are 9:00 a.m. to 1:00 p.m., Tuesday through Thursday.