

# Parking Spot Painting Procedures and Application

## Step 1: Submit the Reserved Parking Spot Application for approval by 3:00 on August 10th.

- You and your guardians should carefully read and sign the Parking Spot Painting Procedures and Application.
- A school appropriate and approved design for your parking spot **MUST** be included with the signed agreement. Ringgold High School will keep these forms on file, so please make a copy for yourself.
- To ensure that your design is approved by the designated painting time, please submit your design by 3:00 on August 10th to **Mrs. Wentworth (Room 216)**. You will be contacted if there is a problem with your design. Submitting your design late will jeopardize your spot selection and painting.
- Students must have already paid for an RHS Parking Permit before submitting Painting Fee.
- Painting Fee of \$30 **MUST** be turned in with or before this signed form with design. **Your spot will not be reserved without payment.**

## Step 2: Select your reserved parking spot on the morning of August 11th.

- Parking spot selection will be based on availability and a first come first serve basis. There are only 50 parking spots available. Some parking spots are restricted. Students should check the schematic of the parking lot posted to identify which spots are available.
- Report to Ringgold High School on time in order to select your parking spot. Failing to report to Ringgold High School on time will delay your spot selection. Again, parking spot selection is based on availability and a first come first served basis.
- Check-In will begin at 7:30, and painting will begin at 8:00 a.m. on the morning of Saturday, August 11th. There will be a check-in table for you to visit before you begin painting. **PLEASE DO NOT BEGIN PAINTING BEFORE YOU HAVE CHECKED IN AT THE TABLE** to select your spot.

## Step 3: Paint your parking spot on August 11th.

- The space within your spot to paint will be approximately 5 ft. by 5 ft. square.
- Personalize your parking spot by creating a design that reflects your interest, shows your school spirit, or simply an interesting or creative design.
- To ensure that paint dries, all painting must be finished by 1:00 on August 11th. **NO EXCEPTIONS.** Please block off your reserved parking spot when you are finished to ensure that no one parks in it while it is drying.
- What you need:
  - **WATER BASE INTERIOR OR EXTERIOR LATEX PAINT ONLY** (no reflective paint, no fluorescent paint, and absolutely no spray paint)
  - Chalk to sketch your design before painting
  - A ruler or tape measure to mark off the boundaries of your design (NEAT unpainted border)
  - A broom to sweep your spot before painting
  - Your copy of the approved design
  - Paint brushes, paint rollers, paint trays, painters tape, stencils, trash bags and any other painting supplies you think you may need
  - Something to block off your reserved spot while it is drying

*Your spot is reserved for the entire 2018-19 school year. As part of your parking permit fee, Ringgold High School Dance Team will paint over your space at the end of the year.*

Student Name: \_\_\_\_\_ Date Paid \_\_\_\_\_

Student cell phone # \_\_\_\_\_ Student E-mail \_\_\_\_\_

**Please sign the agreement below:**

*I will submit to all Catoosa County School System and Ringgold High School Rules of Conduct. I will submit a design of what I will be painting to school officials by the appropriate date, or I will forfeit my fees paid and lose my chance at painting a reserved parking spot. If I change my design without approval from school officials, I will forfeit my right to my reserved parking spot. School officials will approve all designs. If my design is not approved, I must submit another design for approval before I can paint my reserved parking spot.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please provide a detailed sketch in the space below of the design you would like approved. Your design must indicate all of the colors you will use. You must maintain the specified unpainted border between your design and the parking spot lines. You may not paint on any curbs near your spot. Submit the sketch to room 216 before August 10th. We will keep your sketch, so you will need to make a copy.

