

# Bergan Catholic School

## Reserved Parking Space Auction Rules & Guidelines

Reserved parking spaces are offered as a fundraising opportunity for the Bergan Fund. Winning bidders will receive the exclusive use of the assigned parking space during the regular school day for the current school year. Participation is considered a privilege and is subject to all school rules and expectations.

To participate in the parking space auction, students must:

- Be a current Bergan Catholic Schools student.
- Possess a valid school parking permit.
- Be in good disciplinary standing at the time of the auction and throughout the school year.
- Comply with all school parking regulations.

The administration reserves the right to determine eligibility and may deny or revoke participation at its discretion.

## Auction Process

- All reserved parking spaces will be auctioned individually through the Qtego online bidding platform.
- Bidding will open on Friday, July 31st at Noon (12pm) and close on Monday, August 10th at Noon (12pm).
- Each parking space is a separate auction. Bidding on one space does not apply to any other space.
- The highest bidder for each individual parking space will be awarded that specific space.
- Winning bidders may not exchange, transfer, sell, or trade parking spaces without prior approval from school administration.
- All bids are considered final.
- Payment must be received by the deadline established by the school. Failure to submit payment may result in forfeiture of the space, which may then be offered to the next highest bidder or re-auctioned.

## Reserved Parking Privileges

Winning bidders are granted the exclusive use of their assigned parking space **during the regular school day only**.

Reserved parking does **not** apply:

- Before the start of the school day, prior to 7:30am.
- After the conclusion of the regular school day (3:30pm).

- During athletic events.
- During school performances or concerts.
- During Masses or special school events.
- During activities open to the public.
- Whenever parking adjustments are necessary for safety, maintenance, construction, or school operations.

During these times, parking spaces may be used for general event parking or as directed by school personnel.

## **Student Responsibilities**

Students are expected to:

- Park only in their assigned reserved space during school hours (7:30am-3:30pm).
- Display required parking permit.
- Follow all campus traffic and parking regulations.
- Drive safely and responsibly on school property.
- Notify the school office if another student repeatedly parks in their assigned space.

## **Loss of Privilege**

Reserved parking is a privilege and may be revoked without refund if a student:

- Receives significant disciplinary action.
- Violates school parking or traffic rules.
- Engages in unsafe driving on school property.
- Allows another student to use or claim their reserved space.
- Transfers or sells their parking assignment without approval.
- Fails to remain in good standing with school expectations.

If a reserved parking privilege is revoked, the parking space will revert to the school.

## **School Authority**

Bergan Catholic Schools reserves the right to:

- Modify parking assignments when necessary.
- Temporarily suspend reserved parking due to construction, maintenance, weather, or special events.
- Remove reserved parking privileges when it is determined to be in the best interest of the school community.

Participation in the auction constitutes acceptance of all rules and decisions made by school administration.

## **Reporting Unauthorized Parking**

Students who find another vehicle parked in their assigned reserved parking space during the regular school day should report the issue using the designated **Reserved Parking QR Code**.

The QR code will direct students to an online reporting form where they will be asked to provide:

- Student name
- Assigned parking space number
- Date and time of the incident
- License plate number of the unauthorized vehicle (if visible)
- Vehicle description (make, model, and color, if known)
- A photograph of the vehicle occupying the reserved space (optional but encouraged)
- Any additional comments or relevant information

Reports should be submitted as soon as possible after the violation is observed.

School administration will review each report and determine the appropriate course of action. Depending on the circumstances, actions may include a warning, disciplinary consequences, or loss of parking privileges for repeat offenders.

Students should **not** confront the driver of the unauthorized vehicle or attempt to block, tow, or otherwise interfere with the vehicle. All concerns should be reported through the QR code reporting system so they can be addressed by school administration.

If a student is unable to access the QR code, reports may also be made directly to the school office.

## **Unauthorized Parking Violations & Disciplinary Actions**

Students are expected to respect assigned reserved parking spaces during the regular school day. Parking in another student's reserved space without prior administrative approval is considered a violation of school parking privileges.

Disciplinary action for unauthorized parking may include the following:

### **First Violation**

- Verbal warning from administration.
- Student is instructed to move the vehicle immediately (if possible).
- Incident documented in the student's disciplinary record.

### **Second Violation**

- 10 minute room
- Parent/guardian notified.
- Incident documented in the student's disciplinary record.

### **Third Violation**

- \$25 parking fine
- Parent/guardian notified.

- Incident documented in the student's disciplinary record.

## **Fourth Violation**

- \$50 parking fine
- Parent/guardian notified
- 30 minute room
- Incident documented in the student's disciplinary record.

## **Repeated or Egregious Violations**

The following actions may result in immediate disciplinary consequences, including suspension or permanent loss of parking privileges, without following the progressive discipline process:

- Intentionally parking in another student's reserved space after being directed not to.
- Altering, removing, or damaging another student's painted parking space.
- Vandalizing school property.
- Providing false information on a parking violation report.
- Harassing or threatening another student regarding a parking space.
- Reckless or unsafe driving in the school parking lot.

## **Administrative Authority**

School administration reserves the right to modify disciplinary consequences based on the severity of the incident, the student's disciplinary history, safety concerns, or other circumstances. All administrative decisions regarding parking violations are final.

Questions? Contact Genna Faulkner, [genna.faulkner@berganknights.org](mailto:genna.faulkner@berganknights.org) or Sarah Monke, [sarah.monke@berganknights.org](mailto:sarah.monke@berganknights.org)