



Chelsea Public Schools
Office of the Superintendent

City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4477
(617) 889-8361 (Fax)

MEMORANDUM

TO: All Chelsea Public Schools Staff
FROM: Mary M. Bourque, Superintendent
DATE: August, 2016
RE: Parking in School Lots and Parking Permit

All Chelsea Public Schools' staff who park in school department parking lots must display a Chelsea Public Schools parking permit.

If you have not obtained a permit, a Parking Permit Request Form can be obtained on line at chelseaschools.com under Staff Resources. Parking Permit Requests are submitted to the Human Resources Office (617) 466-4467. The only time a staff member should need a new sticker is upon the purchase of a new vehicle, or for a second vehicle.

Cars parked in school department lots without the necessary permit, will be towed at the owner's expense.

This advisory is especially important for teachers and staff at the Eugene Wright Science and Technology Academy and the Joseph A. Browne Middle School. Non-school department employees may attempt to use these lots due to a shortage of unmetered parking spaces in the City.

I urge your attention to this important matter.

MMB/ty

cc: Gerry McCue
J. Cooney
W. Norcott
Tina Sullivan
Ingrid Colon
All Principals





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MEMORANDUM

TO: All Faculty and Staff
FROM: Mary M. Bourque, Superintendent
RE: Parking Permit

Below please find a copy of the parking policy for the Chelsea Public Schools. If you need a parking permit, please complete the form at the bottom of the policy and return it to **Tina Sullivan, Director, Human Resources Office.**

Parking Policy

All faculty, staff, and student vehicles parking on school department property must have a valid Chelsea Public School parking permit. A parking permit allows faculty, staff, and students to park in the authorized lot. Parking is available on **first come first served basis.**
Parking is not guaranteed.

Parking permits are for the exclusive use of the applicant and are non-transferable.

All parking permits should be affixed to the rear window on the driver side.

-----**Parking Permit Request Form**-----

Last name: _____ **First name:** _____

School: _____ **Position:** _____

Yr/Vehicle Make/Model: _____ **Color:** _____ **State and License**
Plate Number: _____

*Return to: **Human Resources Office**
City Hall, Room 221
(617) 466-4467

_____ Date

MMB/sp

Updated 6-2016

