

PARKING POLICY

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1.0. PURPOSE

To streamline the property's parking operations in order to ensure convenience and safety of the tenants, employees, and all occupants, while curtailing / preventing liability.

2.0. SCOPE

The Parking Policy shall apply to all Bigfoot staff across all entities and regardless of employment status whether intern, probationary, regular, project-based, freelance or consultant. The policy also extends to Bigfoot clients, guests, students, visitors, suppliers, contractors and tenants.

3.0. IMPLEMENTING GUIDELINES

3.1. Designated Parking Areas

- 3.1.1 Parking areas in front of the Film School building are exclusively for vehicles of Bigfoot clients, guests, students, visitors, contractors, suppliers and management-level personnel (to be determined and approved by top management).
- 3.1.2 Parking areas in front of Sound Stage 1 are exclusively for company-owned vehicles and those belonging to top management employees, as needed.
- 3.1.3 Tenants' and employees' vehicles may be parked at designated spaces in front of: Casablanca Gardens Apartments, Hollywood Suites, Sound Stage 2, and beside Casablanca near the basketball court (formerly the ostrich cage).
- 3.1.4 Designated motorcycle parking areas are behind the main exit guardhouse, and in front of Casablanca Gardens Apartments just beside the motor pool.

3.2 General Rules

- 3.2.1 Management reserves the right to refuse entry and parking of vehicles inside the premises as well as to impose penalties on violations as embodied in this policy.

- 3.2.2 The company shall not be liable for any damage or loss caused to any vehicle, or contents thereof, while parked in the company premises.
- 3.2.3 Vehicles whose owners have no dealings with the company or any of its employees are not allowed to be parked inside the premises.
- 3.2.4 Vehicles that are parked in the company premises on a regular basis must be registered with the Security Department. The latter shall maintain an updated record of registered vehicles. The record shall indicate the owner of the vehicle, his/her connection with the company and all necessary details (i.e. make, model, type, color, and plate number). Accordingly, it is the owner's responsibility to register his/her vehicle to avail of the parking privilege.
- 3.2.5 Unregistered vehicles shall not be allowed to park at any of the designated parking spaces except at the parking areas in front of the Film School building where temporary parking for a short period of time within the day may be allowed for vehicles mentioned in Section 3.1.1.
- 3.2.6 No vehicle shall be parked or left standing where it will interfere with or impede the normal flow of traffic.
- 3.2.7 Registered vehicles must be parked on designated parking areas only when the owners are within the company premises. Overnight parking is generally not allowed unless approved by the Chief or top level management. Occupants of Casablanca Gardens Apartments and Hollywood Suites are exempted from this provision.
- 3.2.8 Vehicle owners on official business trips may park their vehicles in designated areas only after the Security Department has been notified in writing. Further, the letter should state that the owner shall not hold the company liable for any damage to the vehicle during the entire parking duration.
- 3.2.9 Vehicles parked in the facility must be in operable condition.
- 3.2.10 Repair of vehicles, except for those company-owned, is not allowed within the company premises. In rare cases where engine and other problems occur, the owner will be given twenty-four (24) hours to resolve the problem. Thereafter, he/she will be required to tow the vehicle outside the facility.
- 3.2.11 Abandoned vehicles or those that pose a hazardous condition will be towed at the owner's expense.
- 3.2.12 Reservation of parking areas must be coordinated with the Security Head and/or Property Manager of Bigfoot Properties.

3.2.13 Motorists are to strictly observe the designated gate for entrance and exit to and from the company premises.

3.3 Penalties

3.3.1 Unregistered vehicles, those parked outside the designated areas and vehicles parked without clearance from the Security Department will be clamped.

3.3.2 A penalty of PHP 5,000 will be collected from the owners of clamped vehicles.

3.4 Non-compliance to the Parking Policy shall be subject to disciplinary action which shall be treated on a case-to-case basis according to Bigfoot's Standards of Performance and Conduct.

3.5. The Parking Policy shall take effect immediately and supersedes all previously issued memoranda/advisories.

4.0. POLICY ISSUANCE AND REVISION HISTORY

Revision	Issuance Revision		Approval Matrix				Reason
	History	Date	Dept.	Prepared	Reviewed	Approved	
Rev. 00	Establish	06/18/09	HR	Charlie Duran	(Sgd) Stephanie Manuel	(Sgd) Matt Lubetich	New Policy