****

*Ground Transportation & Parking Form*

**Employee Parking Permit Application**

Employee Parking Office
Monday – Friday 8:00 – 4:00

(Closed for lunch)

403-735-1444

Applicants must appear in person with this completed form to the Employee Parking Office located in the Main Terminal, Mezzanine Level.

|  |  |
| --- | --- |
| Employee Name | DATE |
| Street Address |
| City  | Province | Postal Code | Telephone |
| Company/Organization  | Department |
| Email Address |
| **LOT:** | **Green** □ | **Blue** □ | **North Red** □ | **Yellow** □ | **White** □ | ***Orange*** □ |
| **Vehicle #1** |
| **Make** | **Model** | **License Plate**  | PROVINCE | **Color** |
| **Vehicle #2** |
| **Make** | **Model** | **License Plate**  | PROVINCE | **Color** |
| ***I have read and understand the parking regulations. I agree it is solely my responsibility to abide by these regulations and understand that a violation of one or more of these regulations may result in ticketing, towing and/or loss of my parking privileges. For the purpose of this Parking application I consent to the collection and storage of the personal information and I understand that the information will be stored in the RAIC and Access Control computer systems of Calgary International Airport, and that I may obtain a copy of the stored information upon request.*** |
| Applicant Signature  | Date |
| **COMPANY AUTHORIZATION FOR NEW PERMIT** Issuance of Employee Parking Permit to the above named Permit Holder is authorized by:Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* It is the responsibility of an invoiced company to ensure that their employee’s parking permit/ProxCard is returned to the Employee Parking Office upon their termination.
* Billing will continue until the permit and ProxCard have been returned or Lost/Stolen fees paid. The fee for a **Lost/Stolen/Non-Returned parking Permit/Prox is $25.00 (+GST**). The fee is refundable on return of Permit/ProxCard card within 30 days of deactivation and/or notice.
* Parking rates and/or associated fees are subject to change without notice.
 |

 **Please complete this application and bring it with you to the Employee Parking Office.**

**OFFICE USE ONLY**

PERMIT # \_\_\_\_\_\_\_\_\_ PROX # \_\_\_\_\_\_\_\_\_\_\_ EXPIRATION: \_\_\_\_\_\_\_\_\_\_\_ COPY PROVIDED TO CUSTOMER: Y / N

****

*Ground Transportation & Parking Form*

 **Employee Parking Map & Regulations**

**PARKING LOT ACCESS: Vehicle dash permits will be administered and RAIC will be programmed with access. Employees with temporary RAIC will be issued a temporary ProxCard (with 3 month expiration) until they have received permanent clearance.**

**Should any access problems or issues occur, there are intercoms at entrance/exit of the lot for 24 HR assistance.**

**Employees must notify Parking Office of all instances where a vehicle will be picked up or dropped off for them by a family member and/or friend.**

**VEHICLE STORAGE: As parking spaces are limited, the maximum length of stay, on a single entry, is 30 days and illegal parking (i.e. fire lanes, Handicap stalls, landscaped areas, etc) will be strictly prohibited. Violators may be ticketed and/or towed at owner’s expense and parking privileges will be revoked.**

**ACCOUNT INFORMATION CHANGE? Please notify the Parking office at 403-735-1444 of any changes to account information (For example. billing information, phone number, vehicle information, etc.)**

**FORGOTTEN/LOST/STOLEN HANG TAG/ACCESS? Hang tags MUST be displayed in vehicle at all times; if more than one vehicle is owned the hang tag must be moved back and forth.**

**A $25 (+gst) fee will be assessed for the replacement of a lost/stolen hang tag; if the permit is found within 30 days a refund will be administered.**

**PARKING PERMIT CANCELLATION/EMPLOYMENT TERMINATION: The vehicle hang tag MUST be returned to your employer or the Parking Office in order to cancel parking.**

 **A $25 (+gst) fee will be assessed for any unreturned hang tag; if the permit is returned within 30 days of the cancellation/deactivation a refund will be administered.**

**Parking is leased on a month to month basis and may be terminated by the Airport Authority with 30 days notice.**

**ACCESSIBLE PARKING: Accessible parking is available, in all lots, for those employees holding a valid Government issued disability placard or for temporary disability/injury.**

**Accessible Parking requests must be obtained and submitted by your employer.**

**Length of stay in an accessible parking stall is limited to 24 hours; if a longer time period is required please contact the Parking Office for approval.**



***Should you have any further questions regarding the employee parking facilities or your employee parking hang tag, please contact the Airport Authority Parking Office at 403-735-1444 or*** ***parking@yyc.com***

***.***