

Employee Parking Permit Application - Company Pay

Applicants must appear in person with this completed form to the Pass Control Office located in the Main Terminal, Mezzanine Level. Appointments must be booked in advance at <https://www.yyc.com/en-us/calgaryairportauthority/passoffice.aspx>

Pass Control Office
Mon – Fri, 8:00 am – 3:00 pm
(Closed for lunch)
403-735-1500
parking@yyc.com

***Mandatory fields**

*Employee Name		*Date		
*Company/Organization		*Department / Accounting Code		
*Company Phone Number	*Cellphone Number	*Company Employee Number		
*Email Address				
*Vehicle #1				
*License Plate	*Color	*Make	*Model	*Province
Vehicle #2				
License Plate	Color	Make	Model	Province
<i>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.</i>				
*Applicant Signature		*Date		

***COMPANY AUTHORIZATION FOR NEW PERMIT**

*LOT: Green Blue Red White Orange Grey

Issuance of Employee Parking Permit to the above named Permit Holder is authorized by:

*Name _____ *Position _____ *Company _____

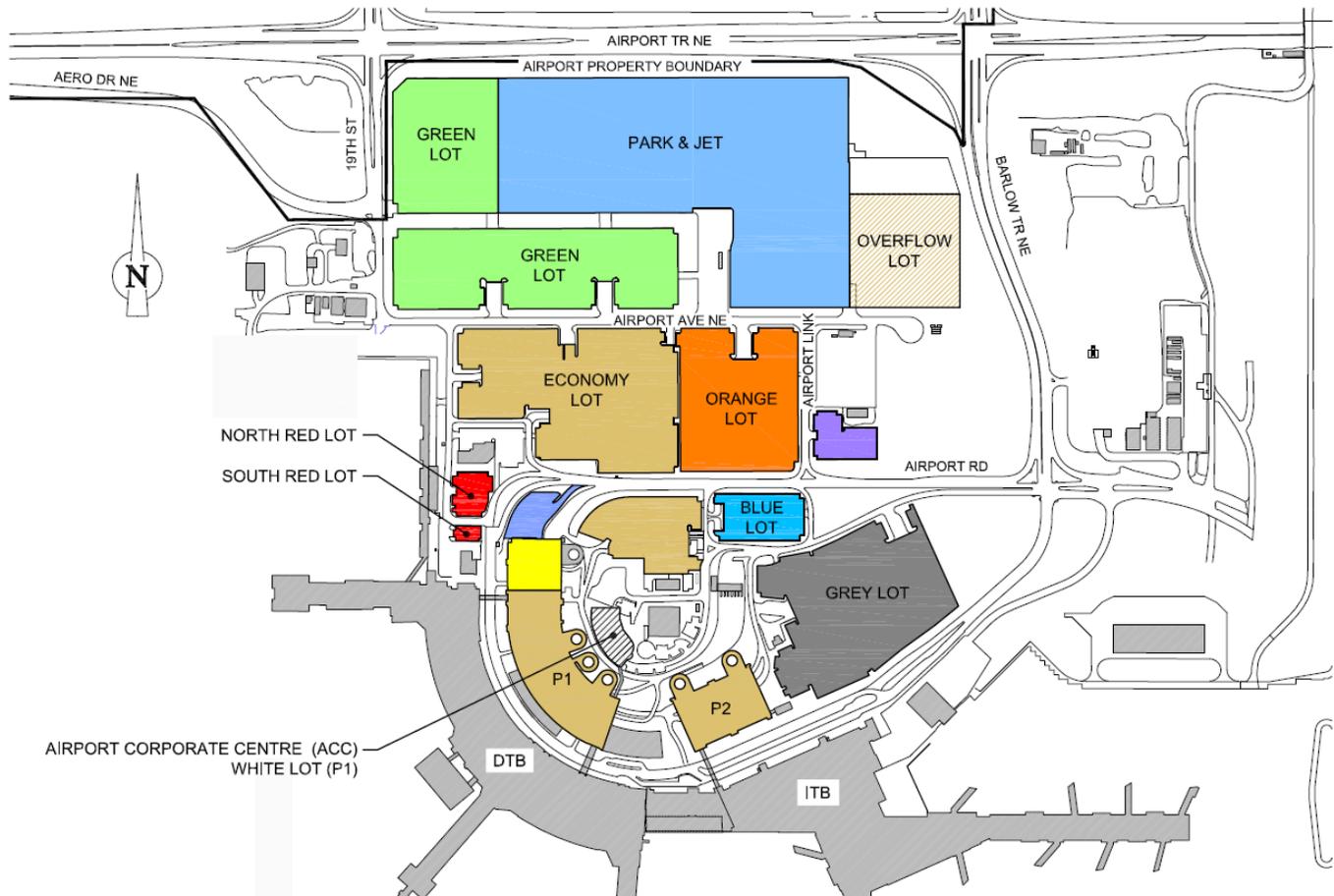
*Effective Date _____ *Signature _____ *Date _____

- 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.

OFFICE USE ONLY

PERMIT # _____ PROX # _____ EXPIRATION: _____ INITIALS: _____

Employee Parking Map & Regulations



PARKING LOT ACCESS: RAIC/ID Badge will be programmed with access. Employees without a temporary RAIC will be issued a temporary Proxy Card (with 1-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 the 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: Maximum length of stay, on a single entry, is 30 days and illegal parking (i.e. fire lanes, Handicap stalls, landscaped areas, etc.) is 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 parking@yyc.com of any changes to account information.

PARKING PERMIT CANCELLATION/EMPLOYMENT TERMINATION: 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 most 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 Pass Control Office for approval.

EMPLOYEE PARKING EQUIPMENT DAMAGE: The fee for any employee parking equipment damage is \$50.00 (+GST) and applicable fees are paid, by the employee.

Should you have any further questions regarding the employee parking facilities, please contact the Airport Authority Parking Office at 403-735-1500 or parking@yyc.com