

## Employee Parking Permit Application – Self Pay

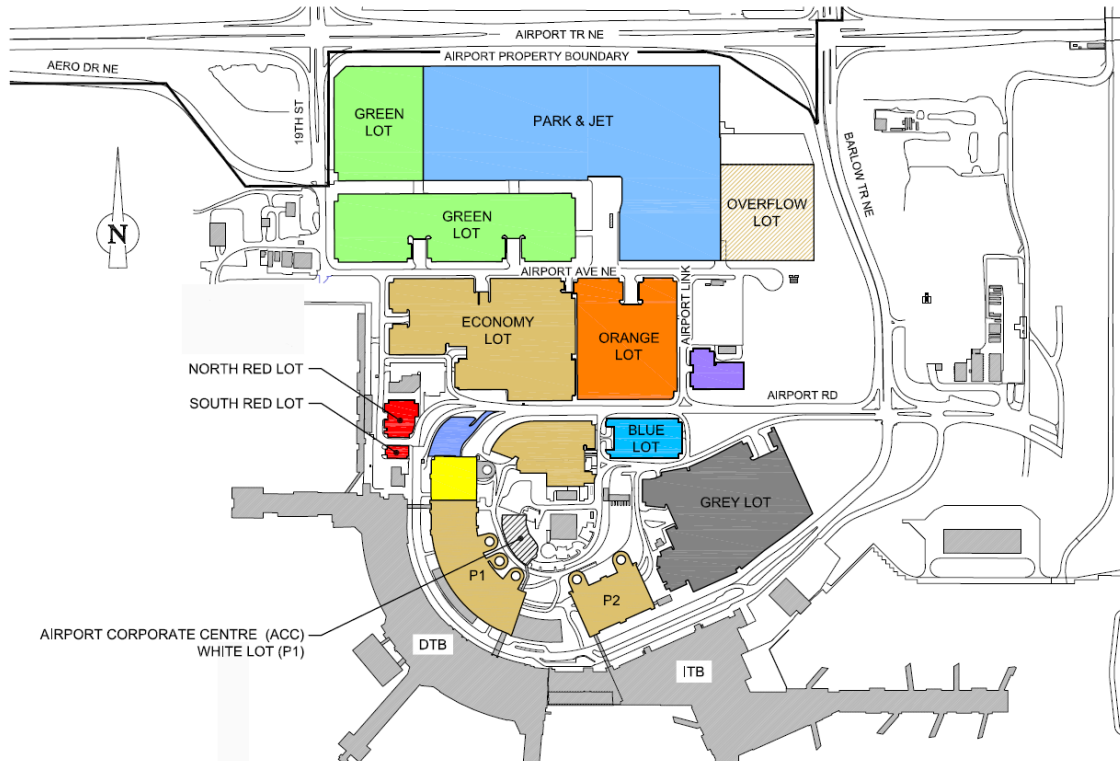
Applicants must appear in person with this completed form to the Employee Parking Office located in the Main Terminal, Mezzanine Level.

Employee Parking Office  
Monday – Friday 8:00am – 4:00pm  
(Closed for lunch)  
403-735-1444  
[parking@yyc.com](mailto:parking@yyc.com)

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

*Employee Name				*Date	
*Company/Organization					
*Department		*Company Phone Number		*Cellphone Number	
*Email Address					
*Vehicle #1					
*License Plate	*Color	*Make	*Model	*Province	
*Vehicle #2					
*License Plate	*Color	*Make	*Model	*Province	
<p><b>*LOT: Green \$55.00 <input type="checkbox"/>    Blue \$117.50 <input type="checkbox"/>    Other <input type="checkbox"/> _____</b></p>					
<p><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></p>					
*Applicant Signature				*Date	
<ul style="list-style-type: none"> <li>Only 1 RAIC/Prox per permit</li> <li>It is the responsibility of the applicant to ensure that their parking permit/ProxCard is returned to the Employee Parking Office for deactivation. Phone cancellations will not be accepted.</li> <li>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.</li> <li>Accounts setup with the Automatic Credit Card Billing System will be assessed the final month's fees at the time of return/deactivation, as this system post-bills.</li> <li>Parking rates and/or associated fees are subject to change without notice.</li> </ul>					
<b>OFFICE USE ONLY</b>					
PERMIT # _____ PROX # _____ EXPIRATION: _____ INITIALS: _____					

## Employee Parking Map & Regulations



**PARKING LOT ACCESS:** Vehicle dash permits will be administered and RAIC 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 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/access card; 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.

**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 or your employee parking hang tag, please contact the Airport Authority Parking Office at 403-735-1444 or [parking@yyc.com](mailto:parking@yyc.com)*