



New
 Replace
 Tag # _____

**EMPLOYEE PARKING
 PERMIT REQUEST FORM**

 Employee Name

 Company Name

 Employee Email Address

 Employee Phone Number

 Employee Street Address

 City State Zip Code

VEHICLE # 1 INFORMATION

VEHICLE # 2 INFORMATION

 Make

 Make

 Model

 Model

 License Plate #

 License Plate #

 State

 State

Employee Parking Permits are issued at the start of employment and are renewed every year on or before December 31st. NOTE Only one (1) parking permit per employee will be issued.

- o The speed limit for the parking area is 15 mph and must be observed at all times. Anyone caught driving above the posted speed limits on Airport Grounds will lose all driving privileges at the Airport.
- o The permit stickers or hangtags must be displayed on the front windshield when parked in the designated parking areas.
- o **Employees may NOT park in the employee/crew parking lots for PERSONAL TRAVEL, or vehicle storage.**
- o Hang tags should not be loaned; if a hangtag is found on a car that does not correspond to the paperwork it will be towed.
- o Employees are not permitted to park in the one hour lot during their working hours.
- o When an employee terminates employment at the Airport, the permit must be immediately returned to the Airport organization with whom they were formerly employed, or the Airport Badging Office.
- o Employees are responsible for maintaining possession of their parking permit. If the parking permit is lost or stolen there is a non-refundable replacement fee of \$20.00.

The Airport reserves the right to tow any vehicle that is in violation of these rules, at the owner's expense.

I have read and agree to the terms above.

 Employee Signature

 Manager's Signature (required)

AIRPORT MANAGEMENT USE ONLY	
Date Received _____	Issued By _____
Permit # Issued _____	