

## 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 [online](#)

Pass Control Office  
Mon – Fri, 7:30 am – 5:30 pm  
(Closed for 12:00 - 12:30)

**\*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
<p>Your personal information including name, phone number, email address, prox #, parking lot assignments, and identifying vehicle information such as make, model, and license plate may be shared with your employer for the purposes of managing your account. Your information will not be shared with any other third parties by YYC.</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	

**\*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 \_\_\_\_\_

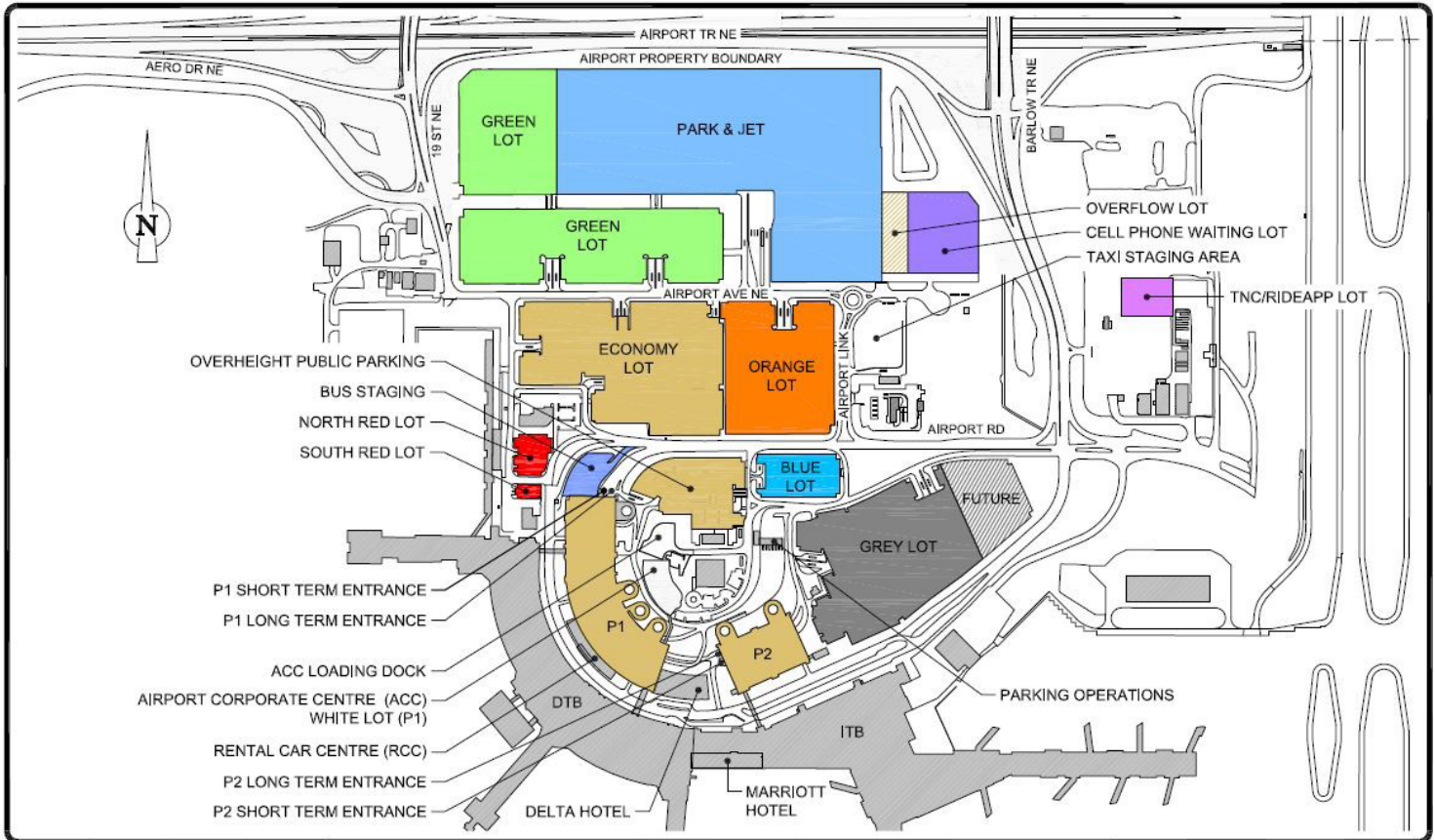
\*Effective Date \_\_\_\_\_ \*Signature \_\_\_\_\_ \*Date \_\_\_\_\_

- 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](mailto: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 Parking Office at 403-735-1500 or [parking@yyc.com](mailto:parking@yyc.com)*