

EMPLOYEE PARKING PROVISIONS – WILL ROGERS WORLD AIRPORT

1. A valid driver license must be presented at time of application.
2. Employee Parking at WRWA requires possession of a current Parking Placard and Prox Card at all times.
3. The Parking Placard I am purchasing, or which is being purchased for me, entitles me to have one vehicle at a time in the designated Employee Lot at WRWA. The placard shall be displayed at all times. Failure to display a current parking placard may result in a citation, administrative penalties, or my vehicle being towed at my sole cost and expense. If my Parking Placard is lost or damaged, I may replace it at a cost of \$25. The original Parking Placard will become invalid and will not be used by me for any purpose. If I later find the original Parking Placard, I will return it to the Department of Airports.
4. Once a Parking Placard has been purchased by or for me, **no portion of the purchase price will be refunded to me or my employer.**
5. A Prox Card and Placard are required for entry into the designated Employee parking lot at WRWA. At no time am I to be in possession of more than one Prox Card or Placard. An initial Prox Card and Placard will be issued to me at no charge for entry to the lot prior to receiving an airport badge. This Prox Card must be returned to the Department of Airports when the employee receives their airport badge. If this initial Prox Card, or a Placard, is lost or damaged, I may replace it at a cost of \$25. The original Prox Card and/or Placard will become invalid and will not be used by me for any purpose. If I later find the original Prox Card and/or Placard, I will return it to the Department of Airports. Lost badges are subject to the Lost Badge fees. All Prox Cards and Placards remain the property of the Department of Airports and I will return any Prox Cards and Placards in my possession to the Department of Airports upon termination of my current employment.
6. The Parking Placard and Prox Card are for my sole use only and will not be loaned, shared, or given to any other person (including family members) for access into designated WRWA Employee parking facilities for any reason whatsoever. I understand that allowing access to someone else may result in the suspension/revocation of my parking privileges. (NO PIGGYBACKING)
7. If I continue to be eligible for parking privileges at WRWA, I will register for those privileges prior to the expiration date or be subject to my parking privileges being suspended.
8. Vehicle registration information must be kept current with the Airport and my vehicle must be operational while parked in the WRWA parking facilities. Only two vehicles may be registered at any one time. If a vehicle is sold or traded, the commuter must notify Airport Operations within seven (7) business days.
9. The parking facilities are intended for employees, flight crew, and commuters who are actively working (or reporting to) their airport or airline job. Unless approved by the Airport Director, parking is for use when on official business only.

I, _____, certify that I have read the above rules applicable to employee parking privileges and agree to abide by the same. In the event, that the Operations Manager for WRWA determines that I have violated any of these provisions, I understand that my parking privileges may be revoked or suspended and/or my vehicle subject to being towed at my sole cost and expense. Any revocation or suspension shall be conveyed in writing to the address listed in my most current parking application and/or posted on my vehicle. I further understand, that if said privileges are revoked or suspended then I have thirty (30) days from the date such action to suspend or revoke such parking privileges have been taken to appeal the decision of the Operations Manager to the Director of Airports.

Dated this _____ day of _____, 20_____.

Employee Signature

Printed Name: _____

*****FOR OFFICE USE ONLY*****

Parking Card # _____

Payment Method: Bill / Credit Card / Check # _____

Placard # _____

Receipt # _____

Exp Date: _____

Badge Staff Initials: _____ Date: _____

Additional Comments:
