

2018-2019 PARKING PERMIT APPLICATION



To receive a parking permit, submit a completed application along with payment.

| Parking User Type | Annual Fee | Permits Issued After 12/31 |
|--|-----------------------|----------------------------|
| Crew – Signatory Carrier | \$ 120.00 | \$ 60.00 |
| Crew - Non-Signatory Carrier | \$ 240.00 | \$ 120.00 |
| Tenant / Employee (Cash only) | \$ 5.00 / per sticker | \$ 5.00 / per sticker |

FLIGHT CREW
 EMPLOYEE
 SOUTH MANAGER LOT

| | | | |
|--|-------|---------------|---|
| LAST Name | | FIRST Name | |
| Street Address | | | |
| City | State | Zip Code | Telephone |
| Company / Organization | | Hire Date | |
| Position / Title | | Email Address | |
| Vehicle Owner Name and Address: <input type="checkbox"/> Same as above | | | Check here if you would like to receive the DCRA E-Newsletter |

| Vehicle #1 | | | |
|------------|----------------------|-------|--------------------|
| Year | Make | Model | |
| Color | License Plate Number | State | Office Use Entered |

| Vehicle #2 | | | |
|------------|----------------------|-------|--------------------|
| Year | Make | Model | |
| Color | License Plate Number | State | Office Use Entered |

I have read and understand the parking regulations. I agree 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.

| | |
|---------------------|------|
| Applicant Signature | Date |
|---------------------|------|

| Manager Authorization (Not Applicable for South Manager or Flight Crew Parking) | | |
|---|-------|------|
| Manager Signature | Title | Date |

| Office Use Only | | | | |
|---------------------------|-------------------------|---------------------------|-------------------------|-------------------|
| Vehicle #1 Sticker Number | Expiration 6/30/2019 | Vehicle #2 Sticker Number | Expiration 6/30/2019 | Access Badge # |
| Issued by | Date | Issued by | Date | Temporary Badge # |

Fees (check one): Signatory Carrier Non-Signatory Carrier Tenant / Employee

| | |
|--------------|---|
| Amount Paid: | <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card (<i>crew only</i>) <input type="checkbox"/> Invoice <input type="checkbox"/> Check Check No.: _____ |
|--------------|---|

Parking Regulations



1. An individual may not park in any permit parking lot (Employee, Crew or Manager Lot), regardless of that individual's employment status, until:
 - A) this form is completed fully and accurately, and
 - B) an issued permit is permanently affixed to the stated vehicle in the proper location.
2. The annual fees for parking are listed on the front page. The annual permit period runs from July 1 of the present year through June 30 of the following year. Parking permit fees are subject to annual review and adjustment by DCRA.
3. Access badges or fobs are for Permit Holder use only. Unauthorized use is prohibited and may result in ticketing and revocation of the parking permit and access.
4. Permit Holders who park in DCRA public parking facilities shall pay the posted parking rate.
5. A maximum of two (2) permits may be issued to any one Permit Holder. A Permit Holder may park only one (1) vehicle in the employee lot at any one time.
6. Parking permits are not transferable to another vehicle.
7. Only one (1) access badge or fob, if applicable, will be issued per Permit Holder, regardless of the number of vehicles registered under a permit.
8. Temporary parking permits may be issued for a period not to exceed five (5) days. Temporary permits may be obtained Monday – Friday (except holidays), from 8:00 a.m. to 4:00 p.m. in the Airport Administration Office.
9. Parking permits shall be affixed in the following manner:

Autos / Trucks / Vans: Affix permit with the self-sticking adhesive to the backside of the interior rearview mirror.
Permit must be visible through the vehicle windshield from the outside.
10. Employee bicycles may only be parked in the bicycle rack located in the Hourly public parking area. Motorized cycles or mopeds may not be parked in the bicycle rack. Please use the designated parking spaces adjacent to the bicycle rack for motorized cycles.
11. Vehicles with expired parking authorization, or unauthorized or improperly parked vehicles are subject to ticketing, towing, and/or permit revocation.
12. The Employee Parking Lot may not be used for the storage of vehicles. A Permit Holder may utilize his or her assigned permit parking lot only when working or when the Permit Holder is on vacation originating at the Dane County Regional Airport.
13. Access badges and fobs must be returned to Dane County Regional Airport upon termination of employment. There is a \$40.00 charge for the issuance of a replacement badge or fob (cash or check only).