



## Employee Parking Pass Application

### Employer Information

Company Name

Address

Manager Legal Name

Contact Number

Email Address

I am aware the employer will be subject to any fees associated with the Employee Parking Pass that will be issued to the employee below.

Manager Signature

Date (YYYY-MM-DD)

### Employee Information

New

Renewal #

Replace Lost/ Stolen

Legal Name

Position

Vehicle Year

Vehicle Make

Vehicle Model

License Plate Number

Vehicle Year

Vehicle Make

Vehicle Model

License Plate Number

Email Address

### Terms and Conditions

As a holder of a parking permit issued by the Greater Sudbury Airport, I understand, agree to, and will abide by the following Terms and Conditions:

- Only one parking permit per employee will be issued;



## Employee Parking Pass Application

- The parking permit issued to me is the property of the Greater Sudbury Airport and must be returned upon cancellation of my parking privileges or upon demand;
- Permits must not be tampered with at any time;
- The parking permit will be displayed on the rear-view mirror or dashboard with the tag number and expiration date clearly visible from the exterior of the vehicle. If the parking permit is not displayed as required, the vehicle may be ticketed;
- I will use the parking permit to park only a private passenger vehicle no trailer in the designated area assigned by the Greater Sudbury Airport. Only one vehicle per employee can be parked in the lot at any given time. I will not transfer, loan, or permit unauthorized use of the parking permit. Any misuse of the parking permit may result in the loss of parking privileges;
- The Greater Sudbury Airport assumes NO responsibility for loss or damage to the vehicle and/ or its contents;
- If I intend to park in the employee parking facility for more then 14 consecutive days, I am required to notify Airport Security and the Greater Sudbury Airport Pass Office;
- I will notify the Greater Sudbury Airport Pass Office of any change in my name or vehicle information;
- I am subjected to a non-refundable \$50.00 + Tax replacement fee if my issued parking permit is lost/ stolen;
- For snow removal efforts I understand that the employee parking lot is cleared as much as possible during the initial clearing process, however, is not priority due to customer obligations;
- I am responsible to return my parking permit to my employer upon termination of my employment. I am aware that there will be a \$50.00 + Tax replacement fee if it's not returned;

Employee Signature

Date (YYYY-MM-DD)