



EMPLOYEE PARKING  
AUTHORIZATION FORM

RENO-TAHOE AIRPORT AUTHORITY  
RENO-TAHOE INTERNATIONAL AIRPORT

Date: \_\_\_\_\_

Prox Card # \_\_\_\_\_

Lot Assignment: \_\_\_\_\_

D.L. Checked  Entered

(Airport use only)

1. License Plate # \_\_\_\_\_

2. License Plate # \_\_\_\_\_

3. License Plate # \_\_\_\_\_

4. License Plate # \_\_\_\_\_

Name of Tenant /Company: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
First Full Middle Name Last

I certify that the above referenced employee is an employee who currently works in the terminal building at Reno-Tahoe International Airport and requires employee parking access. I understand that I will be billed for this employee pursuant to the applicable Resolution of the Reno-Tahoe Airport Authority. **Manager Signature REQUIRED**

\_\_\_\_\_  
Tenant Manager Authorized Signature      Manager Telephone      Date

RTAA Landside Operations  
Phone: 775-328-6566  
Fax: 775-328-6588



# Reno-Tahoe Airport Authority

P.O. Box 12490 • Reno, NV 89510-2490 • (775)328-6400 • (775)328-6510

Parking Office Contact Number: 775-328-6566

## **Parking Agreement – This Contract Limits our Liability. Please Read it.**

- The RTAA is offering parking spaces for rent only, and only during the hours of the employee’s work shift.
- Parking space is rented on a calendar month basis, running from the first through the last day of the month.
- Employee agrees to hold the RTAA harmless as the RTAA is renting space only and no bailment is created. The RTAA is not liable for damage to, or theft of, vehicle under any circumstances at any time.
- Employee agrees to not leave articles of personal property of any value in the vehicle, and specifically agrees to not hold the RTAA responsible for any damages resulting from the loss of or damage to said articles of personal property left in vehicle in violation of this agreement.
- When a Prox card (one card per contracted employee) is supplied by the RTAA, card shall be used to enter and exit the parking facility. The prevailing daily rate will be charged to the vehicle operator if Prox card is not used as directed. Any attempt at manipulation of parking procedures may result in cancellation of monthly parking privileges and charging of daily rate.
- Replacement cost for lost, stolen, damaged or unreturned Prox cards is \$25.00. Replacement fee must be paid at the time a new card is issued at the parking office. No refunds/credits will be provided for Prox cards returned after 30 days from date of replacement or last day of employment.
- Alternate arrangements will be made for any employee requiring ADA accessible parking. A DMV issued Authorization Letter must be presented to substantiate handicapped license plates and/or placards.
- Employee agrees to abide by the rules and regulations listed below and modified from time to time.
- Any vehicle parked in the employee lots longer than 60 days will be considered abandoned and may be towed at owner’s expense.

## **Rules and Regulations for Parking Proximity Cards - Failure to comply with these rules and regulations may result in loss of parking privileges.**

- Proximity cards (Prox cards) are a sensitive piece of electronic equipment. They are property of the Reno-Tahoe Airport Authority (RTAA) and issued to employees to facilitate parking at the airport.
- Immediately notify the Landside Operations office if your Prox card has been lost or stolen.
- The Prox card has been issued in your name and is not be shared with anyone, including family, friends or another employee.
- The Prox card is issued for work purposes only, not for use during vacations.
- You must report changes in employment and report vehicle license plate changes or additions.
- Once you have received your Prox card, you are not authorized for parking validation and must pay the posted rate if you elect to pull a ticket and park in the pay public parking facility.
- Prox Card Care: Do not write on or place stickers on the Prox card. Keep the card in a cool/dry place out of direct sunlight. Excessive heat will damage the card. Do not run the Prox card through the washer/dryer or use chemicals, solvents or thinners on the card. To clean the Prox card, wipe it with a clean damp cloth.

### **How to use proximity card:**

- Hold card about an inch from the sensor (do not wave) until you hear a beep. The gate will open and you may drive through. Please follow any gate specific signage posted at the entry/exit.
- The entry/exit system requires that the Prox card be used for one complete transaction in and out of the facility. This feature prohibits passing the card back to another user – one entry, one exit.
- If you have any problems entering employee parking areas with your Prox card you must use the intercom call button on the gate to speak with an Attendant who will assist you with entry. The attendant will ask to verify your name, the company you work for and the number printed on the corner of the Prox card. The Attendant can open the gate remotely after receiving this information.

I have read and understand the rules and regulations regarding employee parking and understand that if I do not comply with them, I may lose my parking privileges.

Printed Name

Signature

Date