

APPLICATION FOR DAILY EMPLOYEE PARKING

FOR OFFICE USE ONLY

Employee Parking Regular Pass Rate: \$20.00/Month
Employee Parking Dual Employer Pass Rate: \$30.00/Month

ACCOUNTS RECEIVABLE USE

CUST ID:

Pass No:

Issuing Authority Signature:

Date Issued:

TO BE FILLED OUT BY EMPLOYER

Employer:

Average Number of hours per week:

Position:

Overnight Shifts? YES / NO

Name of Manager:

Manager Email:

Manager Signature:

Office Phone Number:

1. Please complete this section after the employee has completed the lower section & signed.
2. If this employee is a commuting pilot, please use the Commuter Parking Application Form.
3. Please allow a 3-4 day processing time for all parking passes.
4. **Employers to ensure all information is complete, delays caused by incomplete applications will result in parking fines**
5. Completed applications can be dropped off or emailed to PassCon@tbairport.on.ca
6. You will be notified via phone call or email when your pass is ready to be picked up.
7. Payments can be made auto pay by credit card, or through Interact Etransfer YQTPayments@tbairport.on.ca

TO BE FILLED OUT BY EMPLOYEE

Last Name:

Address:

First Name:

Email (home):

Phone Number:

License Plate Number(s):

TBIAAI TERMS OF USE

Schedule 1

Thunder Bay International Airports Authority Inc Terms of Use

1. TBIAAI is not responsible for any loss or damage to the vehicles using this parking lot
2. The employee/tenant lot is designated by airport management.
3. Plug-ins are for car engine only.
4. Parking is only permitted for on-duty hours only.
5. Parking will be scattered, not assigned.
6. It is the employer's responsibility to notify TBIAAI of any changes or cancellations, prior to the 25th of each month. **Credits will not be issued if notice is given after the 25th.**
7. Parking pass must be returned to TBIAAI office upon cancellation to be considered cancelled. Invoicing will continue if pass is unreturned.
8. Parking passes will be exchanged free of charge if the original is damaged.
9. There is a \$30 (+tax) administration fee for lost/stolen/unreturned parking passes.
10. One parking pass permitted per employee. Pass must be visible through the front windshield. Parking lot is monitored.
11. Overnight/extended day passes only permitted with a RED OR GREEN parking pass.

Please read the above. By signing below, you agree to follow terms and conditions and all information provided is accurate and complete.

Employee Signature: _____