

Winnipeg Richardson International Airport

APPLICATION FOR AIRPORT PARKING

Employee Information (Please Print Clearly)				
Last Name		First Name		Middle Initial
Vehicle 1, Plate #		Vehicle 2, Plate #		
Email Address		Phone Number		

**Employees must READ and SIGN the back of form.

If you would like to request a parking stall due to an accommodation, please check this box:
 Please be advised you may be required to provide documentation to substantiate your request.

Company Requesting Officer Information

I, the undersigned, certify that the employee named above requires an Airport Parking Card.

Please refer to the current fee schedule for monthly rates.

Should the person named above not return the Parking Card to Winnipeg Airports Authority Inc. upon termination, I authorize the company named below to pay a non-refundable charge (refer to fee schedule).

Company Information		
Company Name	Billing – Section (Department)	Company Phone Number
Company Signing Authority (Please print)		Signature of Signing Authority

Requested Lot		
Staff Lot 4	Air Crew Lot (Lot 5)	Parkade
Economy	WAA Contractor / Contractor	Reserved (Assigned by WAA)

PASS OFFICE USE ONLY		
Issued By		Issued Date
Parking Card Number	Return Confirmed By	Date Returned



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Winnipeg Richardson International Airport Employee Parking Card Terms of Issue

As a holder of a Winnipeg Richardson International Airport Parking Proximity Card, I understand, agree to and will abide by the following terms of issue:

- A. That the parking card is for parking during working hours. The parking card is NOT to be used for vacation parking or personal use other than work or business. Vehicles found parked in the employee lot while on vacation or days off will be ticketed and/or towed at the owners expense.
- B. That I will safeguard the parking card at all times and report the loss or theft of the parking card immediately to the Airport Pass Control Office. If my parking card is lost, stolen* or damaged, I will pay a fee to Winnipeg Airports Authority Inc. for a replacement card. Current fee schedule can be found at www.waa.ca. (*NOTE: Should you provide a Police Incident Report Number replacement fees will be waived)
- C. That I will inform the Airport Pass Control Office of any changes to the license plate associated with this application.
- D. The parking card issued to me is the property of Winnipeg Airports Authority Inc. and that the parking card must be returned to the Winnipeg Airports Authority Inc. when:
 - 1. It is revoked; or
 - 2. I cease to be employed by the organization under which it was issued.
- E. I understand Winnipeg Airports Authority Inc. (WAA) collects data regarding the use of the parking card issued to me and consent to WAA using that data for reasonable commercial purposes. I also understand WAA will provide that data to the organization under which it was issued on request and if that happens I release WAA from any liability or obligation related to any privacy rights I might have in respect of that data.

Parking Card Holder Signature: _____

Date: _____