



RAPID CITY REGIONAL AIRPORT

Employee Parking Agreement/Permit

4550 TERMINAL ROAD SUITE 102 • RAPID CITY • SOUTH DAKOTA • 57703
605-394-4195 ext 8 office • 605-394-6190 fax • airportweb@rcgov.org

Please Print Legibly & Complete Each Line Item!

Type of Request: (check one) New Monthly Parker Request Access Card Termination

Billing Information: (check one) Invoice Employer Invoice Employee

EMPLOYEE/CARD HOLDER INFORMATION		
Company Name:	Supervisor Name:	
Company Full Mailing Address:		
Supervisor Email:	Supervisor Phone:	
Employee Name:	Employee Phone:	
Employee Full Mailing Address:		
Employee Email:	Effective Date:	Cancellation Date:

EMPLOYEE/CARD HOLDER VEHICLE INFORMATION					
License Plate	State	Year	Make	Model	Color

- 1) The Airport is offering parking spaces for rent only during hours of operation posted at this facility. This parking agreement does not constitute or imply any liability on the part of the Airport for vehicle or items left in the parking lot.
- 2) For accounting purposes, the monthly rental period runs from the first day of the current month to the last day of the current month. Monthly rate for rental at parking space is due and payable on the first day of each month. Payments made after the 10th of the month will be subject to a finance charge as listed on the Airport's current rates and charges. Parking access may be revoked by the Airport if invoice is not paid by the last day of the month.
- 3) The use of this lot is at your own risk. Airport shall not be responsible for personal injuries or for vandalism or theft of automobiles or contents therein while entering, exiting or parked in this lot. We are also not responsible for non-standard equipment such as special wheels wire wheel covers, cell phones antennas, stereos, etc.
- 4) No storage of cars is permitted.
- 5) This agreement may be cancelled by the employee with thirty (30) days prior written notice. We reserve the right to cancel at any time though we will endeavor to give you at least thirty (30) days prior written notice except in the case of (i) circumstances beyond our control; or (ii) your violation of lot rules and regulations.
- 6) Refunds will not be issued if employee cancels within the month and is no longer using the lot.
- 7) Airport must be notified within 24 hours of any terminations so the access can be revoked.
- 8) All directional and parking signs found in or around the lot (such as "handicapped," etc.) must be obeyed.
- 9) Employee, driver, and/or owner of any vehicle shall repair or cause to be repaired, at his/her expense, any and all damages to parking lot or any part thereof caused by his/her misconduct.
- 10) Employee/parker shall abide by and conform to all laws and governmental rules and regulations.
- 11) **Employee may only use the lot for work related parking. No additional parking is allowed under this agreement. (For example, employee may not park in the lot under this monthly agreement for personal travel.)**
- 12) Should Employee violate any of the above conditions, this Permit may be revoked with no refund of Permit Fee.

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE TERMS AND CONDITIONS.

Signature of Applicant Date

Signature of Applicant Supervisor Date

Card Number Assigned: _____

Version 1.1: 5/4/2021

Version 1.2: 5/5/2021