



EMPLOYEE PARKING  
AUTHORIZATION FORM

RENO-TAHOE AIRPORT AUTHORITY  
RENO-TAHOE INTERNATIONAL AIRPORT

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

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

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

D.L. Checked

*(Airport use only)*

License Plate # \_\_\_\_\_ License Plate # \_\_\_\_\_

License Plate # \_\_\_\_\_ 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

## **Rules and Regulations for Parking Proximity Cards**

Proximity cards (Prox cards) are a sensitive piece of electronic equipment. They are the property of the Reno Tahoe Airport Authority and issued to employees to facilitate parking at the airport.

### **Failure to comply with these rules and regulations may result in loss of parking privileges.**

- Replacement cost for lost, stolen, damaged or unreturned Prox cards is \$25.00 paid at the time a new card is issued. Please visit the parking office to get a new Prox card.
- Immediately notify the Landside Operations office if your Prox card has been lost or stolen.
- 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 with a clean damp cloth
- 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 issue 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.
- 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 upper right corner of the Prox card. The Attendant can open the gate remotely after receiving this information.

Office contact number: **775-328-6566**

### **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.

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.

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Printed Name

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Signature

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Date