



Employee Lot Parking Rules and Regulations

1. This program is available to active employees of current tenants working at the Jacksonville International Airport (JAX).
2. A copy of JAX ID Badge will be required during application process. The JAX ID Badge is your parking pass to access the Employee Lot.
3. The JAX ID Badge issued is for parking during working hours. The parking pass may not be used for vacation parking or personal use other than work or business.
4. Discounted parking rate will be provided **only** in the **Employee Lot**.
5. Your JAX ID Badge will be the only pass issued to each employee. Use of JAX ID Badge by anyone other than the approved employee is strictly prohibited and shall result in revocation of JAA parking program privileges.
6. Employees may register maximum of five vehicles under this program; however, only **one** vehicle is allowed to park in the lot at one time.
7. To enter or exit the Employee Lot, you will need to scan your JAX ID Badge to the reader or allow the system to read your approved license plate number. Enter/exit the lot once the gate is fully opened.
8. A parking shuttle service is not available to and from the Employee Lot.
9. The JAA is not liable or responsible for theft or damage to any vehicle or its contents.
10. Storing or abandoning vehicles in the lot is prohibited. Campers, motor homes, trailers, and RV's are prohibited. Conversion vans and oversized vehicles that take up more than one parking space are not allowed.
11. **Vehicles parked in a public or employee-parking facility for more than 45 days using a parking pass will be deemed abandoned. Said vehicles will be impounded and processed for auction in accordance with Florida Statute 705. If you plan to park longer than 45 days, notify the Parking Office at 904-741-2277.**
12. Do not damage any Airport property. This will be cause for prosecution. The same will apply for any employee caught breaking the entry/exit gates and/or tampering with the card reader.
13. Any fees incurred due to parking in an unapproved lot will be **NON-REFUNDABLE**.
14. Any violation of this policy and parking privileges will be terminated with no refund given to employee.
15. The Authority may have the right to relocate the Employee Parking at any time with a 30-day notice.
16. The JAA reserves the right to revoke, amend or discontinue JAA parking program at its discretion.
17. The Authority reserves the right to revise, amend or modify this policy and procedures at any time with or without notice.
18. Violation of any applicable rules or regulations of the JAA or abuse of the privileges granted under this program shall be grounds for immediate termination of parking program privileges.
19. You must immediately notify the Parking Office (904-741-2277) and the Airport Access Control Office (904-741-2016) or Airport Communication Center (904-741-2020) with lost, damaged or stolen JAX ID Badge to avoid unauthorized JAX ID Badge usage as well as to request a new JAX ID Badge.
20. The employee agrees to pay **\$60 annually prior to renewing JAX ID Badge each year** thru our on-line payment portal. The employee will be required to renew the JAX ID Badge prior to expiration. **The employee will be responsible for any parking fees accrued after expiration date.**

I have read and understand the rules of the Jacksonville Aviation Authority Employee Parking Program; and I agree to comply with the rules and regulations as presented herein.

Applicant Signature

Date