



## Employee Parking Rules and Regulations

1. This program is available to active Jacksonville Aviation Authority (“Authority”) employees and approved 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 and Economy Lots**.
3. Prior to your **JAX ID Badge** expiring, employees must enroll online, by visiting [www.flyjacksonville.com/EmployeeParking](http://www.flyjacksonville.com/EmployeeParking). Scroll down to the bottom of the page and click on “**Employee Lot Parking On-Line Application**”.
4. The employee agrees to pay **\$60 annually prior to renewing JAX ID Badge each year** thru our on-line payment portal. Once you complete your **Employee Lot Parking On-Line Application**, you will be directed to the *on-line payment center*. 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. Employees should pay for their parking within one week of JAX ID Badge expiring.**
5. The **Employee Lot** is available for *approved on-site employee groups*. Parking is available first come/first serve basis and only for parking **less than 24 hours**. **Economy Lot 1 or Economy Lot 2, whichever lot is open** are available if the **Employee Lot** reaches capacity or employee is parking more than 24/hours.
6. All parking is subject to availability of space and no specific parking space or location is reserved for employees.
7. 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.
8. Employees may register maximum of two vehicles under this program; however, only **one** vehicle is allowed to park in the lot at one time. The entry/exit system requires that the **JAX ID Badge** or license plate be used for one complete transaction in and out of the parking facility. This feature prohibits passing your **JAX ID Badge** back to another user – one entry, one exit.
9. To enter or exit the Employee Lot or Economy Lots, 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.
10. A parking shuttle service is not available to and from the Employee Lot. Economy Lots parking shuttles run every 10-15 minutes; plan accordingly to arrive at work on time.
11. The Authority is not liable or responsible for theft or damage to any vehicle or its contents.
12. 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.
13. **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.**
14. 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.
15. Any fees incurred due to parking in an unapproved lot will be **NON-REFUNDABLE**.
16. Any violation of this policy and parking privileges will be terminated with no refund given to employee.
17. The Authority reserves the option, at its discretion, to block certain times; including, but not limited to, the Thanksgiving and Christmas Holiday seasons during which the use of this privilege may not be valid. Employees will be notified if this occurs.
18. The Authority may have the right to relocate the Employee Parking at any time with a 15-day notice.
19. The Authority reserves the right to revoke, amend or discontinue JAA parking program at its discretion.
20. The Authority reserves the right to revise, amend or modify this policy and procedures at any time with or without notice.
21. The employee understands that the Authority collects data regarding the use of the **JAX ID Badge** issued to me and consents to the Authority using that data for reasonable commercial purposes. Employee also understand the Authority will provide that data to the organization under which it was issued on request and if that happens the employee releases the Authority from any liability or obligation related to any privacy rights the employee might have in respect of that data.
22. 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.
23. You must immediately contact 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**.

**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