



Redmond Municipal Airport (RDM)

Employee Parking Lot Rules

INSTRUCTIONS: Keep the first page for your use. Sign and Return the Second Page.

1. Access to the Employee Parking Lot is for you *only*. You are not permitted to loan your Airport access/ID card to anyone for any reason. You are not authorized to grant access to the Employee lot to other individuals for any reason. Please refer them to Airport administration or the Security Officer for assistance. Do not operate the gate for them using your parking access card. Allowing other individuals access may cause your employee parking privileges to be permanently revoked.
2. Parking privileges are to be utilized for business and employment purposes ONLY; personal/leisure use is not permitted. Misuse of your employee parking authority may result in permanent loss of that privilege.
3. Terminal parking is Day/shift-use only; **NO** overnight parking unless scheduled to do so by your employer and prior authorization of Airport Administration has been received.
4. No motorcycle parking in the Employee Lot; motorcycle license plates must be registered with Airport Administration and motorcycles must be parked in the designated motorcycle parking area ONLY. The employee parking gate arm may cause injury or damage to rider and motorcycle.
5. Day use parking is in the East end (nearest to terminal building) of the parking lot only – please refrain from parking in the approved overnight Transient Employee section unless there are no remaining spaces in the correct lot. If this happens, please notify Airport Administration or the Rams Security Officer.
6. If you need to park in the overnight area to travel on work-related business, your supervisor will provide an overnight permit that must be displayed on dash of parked vehicle to avoid receiving a \$50.00 citation. For overnight permit parking, please park in the West End/Transient Parking area only (area beyond half-way turnaround point).
7. During winter weather months, please do not back into any parking spaces, as this prohibits effective snow removal from walkways and paths.
8. Do not litter, including food items and cigarette butts. Food and litter attract birds, birds and aircraft don't mix. A covered garbage can is available near the employee parking lot entrance.
9. Be extremely mindful and cautious of pedestrians while also observing posted speed limits.

TEAR HERE FOR INSTRUCTIONS TO KEEP WITH YOU ~~~~~

EMPLOYEE PARKING INSTRUCTIONS: IMMEDIATELY CHECK YOUR ACCESS TO ENSURE IT WORKS!! **ENTERING**

- **SLOWLY** approach the gate until close enough you can reach the black card reader/pin pad with your access card
- Present the access card close enough to the pin pad for the reader to scan it, it does not need to touch
- When the card is accepted, the reader will beep, a small light on the right side will flash alternating red/green **** **DO NOT HOLD CARD IN WHEN ENTERING NUMBERS** (next step) ****
- While card reader is flashing green and red enter: (**access card cannot be near card reader for this step**)
 - 1234 for a temporary card
 - Last 4 (four) numbers of Social Security Number for issued ID badge
 - Transient crew enter permit number
 - Numbers only, no # entry
- Gate arm will open

EXITING – Same gate you entered. You do not need to use your access/ID card to exit

- **SLOWLY** approach the gate arm you entered to activate the sensor – vehicle needs to be very close to gate arm
- If gate does not open:
 - Wipe away moisture, ice or snow that may be blocking the reflector, located on the cement block
 - If that does not work call Airport Operations for assistance 541-504-3080

ACKNOWLEDGMENT OF RDM AIRPORT EMPLOYEE PARKING LOT RULES

I, the undersigned, have on this day received my RDM Airport Issued ID, which includes employee parking privileges. I understand that it is to be used for my vehicle *only*. If I allow any other person access to the employee parking lot, I could permanently lose employee parking privileges. **I understand parking is for employment purposes only. Personal use is NOT permitted. I understand overnight parking is NOT permitted in the employee parking lot or Transient parking lot without prior approval from Airport Administration. I understand that parking in the Rental Car lot or Rental Car Overflow Lot is strictly prohibited.** Motorcycles must be registered with the Airport Administration Office and may only be parked in the designated motorcycle parking area as the gate arm may cause damage or injury to motorcycle and rider. I agree to park only in the area of the employee parking lot as authorized by the Airport.

Printed Name: _____

Signed: _____

Date: _____

Employer: _____