

# 2024-2025 PARKING PERMIT APPLICATION



To receive a parking permit, submit a completed application along with payment.

Parking User Type	Annual Fee	Permits Issued After 12/31
Crew – Signatory Carrier	\$ 120.00 per permit	\$ 60.00 per permit
Crew - Non-Signatory Carrier	\$ 240.00 per permit	\$ 120.00 per permit
Tenant / Employee ( <b>Cash only</b> )	\$ 5.00 per permit	\$ 5.00 per permit

FLIGHT CREW       EMPLOYEE       SOUTH MANAGER LOT

LAST Name		FIRST Name	
Street Address			
City	State	Zip Code	Telephone
Company / Organization		Hire Date	
Position / Title		Email Address	
Vehicle Owner Name and Address: <input type="checkbox"/> Same as above		<input type="checkbox"/> Check here if you would like to receive the DCRA E-Newsletter	

Vehicle #1			
Year	Make	Model	
Color	License Plate Number	State	Office Use Entered

Vehicle #2			
Year	Make	Model	
Color	License Plate Number	State	Office Use Entered

*I have read and understand the parking regulations. I agree to abide by these regulations and understand that a violation of one or more of these regulations may result in ticketing, towing and/or loss of my parking privileges.*

<b>Applicant Signature</b>	Date
----------------------------	------

Manager Authorization (Not Applicable for South Manager or Flight Crew Parking)		
<b>Manager Signature</b>	Title	Date

Office Use Only				
Permit #1:	Expiration: 06/30/2025	Issued by:	Date:	Amount Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card (Crew) <input type="checkbox"/> Invoice <input type="checkbox"/> Check #
Permit #2:	Expiration: 06/30/2025	Issued by:	Date:	Amount Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card (Crew) <input type="checkbox"/> Invoice <input type="checkbox"/> Check #
Rate (check one) <input type="checkbox"/> Crew Signatory <input type="checkbox"/> Crew Non-Signatory <input type="checkbox"/> Employee			HID Card/Fob #:	SIDA Badge #:

# Parking Regulations (All Permit Types)



1. An individual may not park in any permit parking lot (Employee, Crew or Manager Lot), regardless of that individual's employment status, until:
  - A) this form is completed fully and accurately, and
  - B) an issued permit is permanently affixed to the stated vehicle in the proper location.
2. The annual fees for parking are listed on the front page. The annual permit period runs from July 1 of the present year through June 30 of the following year. Parking permit fees are subject to annual review and adjustment by DCRA.
3. Access badges or fobs are for Permit Holder use only. Unauthorized use is prohibited and may result in ticketing and revocation of the parking permit and access.
4. Permit Holders who park in DCRA public parking facilities shall pay the posted parking rate.
5. A maximum of two (2) permits may be issued to any one Permit Holder. A Permit Holder may park only one (1) vehicle in their designated area at any one time.
6. Parking permits are not transferable to another vehicle.
7. Only one (1) access badge or fob, if applicable, will be issued per Permit Holder, regardless of the number of vehicles registered under a permit.
8. Temporary parking permits may be issued for a period not to exceed fourteen (14) days. Temporary permits may be obtained Monday – Friday (except holidays), from 8:00 a.m. to 4:00 p.m. Temporary Employee permits are issued in the Badging Office for new employees and in the Airport Administration Office for current employees. Temporary Manager and Crew permits are issued in the Airport Administration Office.
9. Parking permits shall be affixed in the following manner:

Autos / Trucks / Vans:           Affix permit to the lower driver side corner of the windshield.  
  Permit must be visible through the vehicle windshield from the outside.
10. Employee bicycles must be parked in the bicycle rack located in the Hourly public parking area. Motorized cycles or mopeds may be parked in the Hourly public area in the 2-wheeled parking section.
11. Vehicles with expired parking authorization, or unauthorized or improperly parked vehicles are subject to ticketing, towing, and/or permit revocation.
12. The Employee Parking Lot and Manager Lot may not be used for the storage of vehicles. A Permit Holder may utilize his or her assigned permit parking lot only when working or when the Permit Holder is on vacation originating at the Dane County Regional Airport.
13. Access badges, cards, and fobs must be returned to Dane County Regional Airport upon termination of employment. There is a \$40.00 charge for the issuance of a replacement badge, card, or fob.
14. All sales are final. No refunds.

## Additional Regulations - Crew Members

1. Crew Members may not park in the areas designated for Terminal Employees.

## Additional Regulations - Managers

1. Each tenant company may be assigned up to three (3) Manager Lot parking spaces.
2. Only supervisory or managerial employees are eligible to apply for Manager Lot parking.
3. The general manager of the terminal building tenant company must authorize any applications for Manager Lot permit parking.