



TO: All STA Employees
FROM: Kelly Williams, Security Manager
SUBJECT: Employee Personal Vehicle Parking

Free parking is provided to employees on STA grounds, however a parking pass is required. One parking pass is provided per employee, regardless of the number of vehicles an employee may drive to work. It is the employee’s responsibility to ensure their parking pass is displayed in their vehicle while parked on STA grounds.

Employees cannot park in carpool-designated spots, unless they have a specific carpool parking pass, or in the visitor lot, except between the hours of 6pm and 6:30am.

Employees who do not have a parking pass displayed or are parked improperly will be ticketed.

To be completed by employee:

Employee Name: _____ Department: _____

Phone #: _____ Email: _____

	Vehicle 1	Vehicle 2	Vehicle 3
Year			
Make			
Model			
Color			
Plate & State			

To be completed by Security

Parking Pass #: _____

Initials and Date: _____