

# MSP EMPLOYEE PARKING POLICY

## EFFECTIVE JANUARY 1, 2024



---

The Minneapolis-St. Paul International Airport (MSP) parking facilities accommodate both public and employee parking needs. As we all serve the traveling public, we will attempt to provide them the more convenient parking in our facilities.

1. Those eligible for MSP tenant parking are:
  - Active employees of current MSP tenants or vendors while working in Terminal 1 (T1) or Terminal 2 (T2).
  - All employee parking is at Terminal 2 in the MSP Value Ramp unless assigned elsewhere.
  
2. Those eligible for MSP commuter employee parking are:
  - Active airline employees that provide airline ID to qualify.
  - All airline employee parking is at Terminal 2 in the MSP Value Ramp.
  
3. Your responsibilities are:
  - A. To pay activation and monthly fees as required.
  - B. To ensure no one else uses your Zip Pass.
  - C. To not park continuously for more than 14 consecutive days.
    - a. If an employee's stay exceeds the 14-day limit, they will incur parking charges for each subsequent day commensurate with the corresponding public parking rate schedule. Any parking charges incurred are due in full at the time of exit and will not be refunded.
  - D. To park only when you are working. Parking is not allowed for personal use.
  - E. To cancel in writing. Cancellations received on or before the 10<sup>th</sup> during business hours will be refunded the monthly fee.
  
4. If you fail your responsibilities:
  - A. Your Zip Pass may be deactivated and your parking in MSP facilities will be at public rates.
  - B. Your vehicle may be towed at your expense. Vehicles parked in unauthorized areas, parked unsafely, or parked for more than 45 consecutive days may be towed to a facility off-site where daily impound fees will be charged.
  
5. Commuter Payment Information:
  - Your monthly fees are charged automatically to a bank card on file. If your payment fails, you must resolve the issue prior to the 15<sup>th</sup> of the current month to avoid deactivation of your Zip Pass. Any parking fees incurred due to deactivation are your responsibility and are non-refundable. Parking fees include Minnesota Sales Tax.

---

*This revision supersedes previous versions of the "MSP Employee Parking Policy."*

---