

**AIRPORT TOWER  
ACCESS CARD REQUEST FORM**

Please complete this form for each employee that is to receive building and/or parking access.

Visit <https://www.airport-tower.com/> and select “Tenant Log-In” to submit this form as an “Access Card” request.

Access Type Requested:

Kastle Presence App provides building and parking access via cellphone app and requires a \$5.00 activation fee.  
 Add a windshield tag for hands-free parking gate access for an additional \$60.00.

Physical HID Cards are available for both parking and building access for a fee of \$25.00.

*For reassignments/reactivations of HID cards ONLY, please provide the card number to be reused below:  
A \$5.00 fee will be incurred.*

We ask that you please TYPE or PRINT CLEARLY. Cards will not be issued unless ALL information is provided. Please allow 24 hours processing time for all forms submitted during business hours, Monday – Friday, 8AM-5PM.

<b>PERSONAL INFORMATION</b>		
LAST NAME:	FIRST NAME:	
TENANT NAME:	BUILDING ADDRESS: 18881 VON KARMAN AVENUE	
SUITE NUMBER:	MOBILE TELEPHONE:	
EMAIL ADDRESS FOR MOBILE CREDENTIAL:		
<b>VEHICLE INFORMATION</b>		
MAKE & MODEL 1:	COLOR 1:	PLATE NUMBER:
MAKE & MODEL 2:	COLOR 2:	PLATE NUMBER:

<b>ACCESS CARD INFORMATION</b>		
<b>BUILDING AND ELEVATOR ACCESS -</b>		
<ul style="list-style-type: none"> <li>• No access card/app is required for standard building hours of Monday-Friday, 6:45AM-6:00PM, excluding building holidays.</li> <li>• Elevator access via access card/app is to your Suite Floor and the Lower Level.</li> <li>• The HUB in the Lower Level is open daily from 5:00 AM-8:00 PM, excluding building holidays, and requires a separate waiver to access secured areas.</li> </ul>		
Please check desired access levels for building and elevator below:		
STANDARD BUILDING HOURS: <input type="checkbox"/>	24/7 BUILDING AND ELEVATOR ACCESS <input type="checkbox"/>	
BUILDING AND ELEVATOR ACCESS 5 AM – 8 PM “The Hub hours”: <input type="checkbox"/>		
<b>PARKING GATE ACCESS -</b> Please refer to your Lease for monthly charges and check desired access level below:		
GENERAL PARKING: <input type="checkbox"/>	NO PARKING: <input type="checkbox"/>	
RESERVED PARKING: <input type="checkbox"/>	If checked, a map will be provided of available stalls.	
<b>LEASEHOLDER APPROVAL REQUIRED</b>		
PRINT NAME:	SIGNATURE:	DATE:
<b>CARDHOLDER'S ACKNOWLEDGMENT AND SIGNATURE</b>		
<input type="checkbox"/>	I have fully read, understand, and agree to comply with the attached Airport Tower Parking Rules	
SIGNATURE:	DATE:	



## **PARKING RULES**

### **PARKING STRUCTURE**

**5 MPH SPEED LIMIT IS STRICTLY ENFORCED.** Notwithstanding this speed limit, no person shall drive or ride at a speed that is greater than is reasonable, having due regard for other traffic, the surface and width of the road or street, the weather, and the safety of other persons or property.

Smoking and electronic cigarette use is prohibited in the parking structure. The designated smoking area is located off the Martin driveway entrance.

Parking cards may only be used by the person the card was issued to and at no time may be used to allow others to enter or exit through the gates. If you experience issues with your parking card while at the gate, please press the intercom button to be connected with ABM Parking for immediate assistance.

The washing and/or detailing of, or the installation of windshields, radios, or general work on automobiles is not allowed on the premises.

No person shall abandon or leave any vehicle or motorcycle overnight, or for 24 or more consecutive hours without permission of ABM Parking. A fully completed [Overnight Parking Form](#) should be submitted to ABM Parking at least 1 business day prior to overnight parking.

Vehicles parked within a stall shall not overlap the lines that designate that stall.

All trash should be placed in designated receptacles.

Sound systems cannot be used at excessive volume levels or to play music not suitable for a public setting as determined by parking attendants, building management, or security team members.

All persons shall maintain professional conduct while in the parking structure and surface lot. Tailgating, aggressive conduct, or other actions deemed unprofessional by parking attendants, building security, or building management may result in the deactivation of the violator's parking card and/or the loss of onsite parking privileges.

### **ACCESS CARD DE/ACTIVATIONS AND PAYMENTS**

- Monthly parking invoices should be paid online: [payments.abm.com](http://payments.abm.com)
  - Parking invoice payments are due on the 1st of every month, and tenants have a 5-day grace period in which to pay without incurring a late fee.



- If payment is not received by the 10th of the month, all keycards associated with the account will be deactivated, and a \$10/card reactivation fee will be in place.
- All activation, deactivation and reassignment of cards should be submitted through your [tenant portal account](#).
  - To deactivate a parking card, a 30-day notice of cancellation will be in effect for billing purposes.

## **RESTRICTED PARKING AREAS**

Painted curbs and marked stalls are one of the indications of restricted parking; the color denotes the type of parking allowed. Painted curbs and times zones are strictly monitored and enforced. Violators are subject to citation, fine and/or towing.

- **EMERGENCY/RED ZONE:** Indicates no parking or stopping at any time, whether vehicle is attended or unattended. Emergency/Red zones are always reserved for officially marked emergency vehicles ONLY (e.g., fire department, police department)
- **LOADING/YELLOW ZONE:** Loading/Yellow zones are designated for the immediate loading or unloading of cargo only. They are reserved for Vendor use & require a Vendor Pass, issued by building security.
- **BLUE ZONE:** Indicates Disabled placard parking area ONLY. A DMV state-issued placard/plate must be displayed to park in blue zones.

### **GREEN ZONE:**

- Indicates 2-Hour Visitor Parking or EV Charging Station.
  - **EV CHARGING STALLS:** We request that electric car users limit their charging time to three hours maximum so that others can have access to them. Vehicles must be actively charging when parked in stalls, and a 30-minute grace period is in effect for vehicles to be moved once charging is complete.
  - **2-HOUR VISITOR STALLS:** These stalls are reserved for visitor use only and tenants that utilize these spaces will be cited and fined.
- **RESERVED STALLS:** Spaces marked as “Reserved” parking spaces are always reserved, 24 hours a day, 7 days a week, for the person or company who paid a premium to purchase that specific parking space.
- **COMPACT PARKING STALLS:** These stalls are designated for vehicles less than 15' in length.

No parking is allowed in any coned-off areas or anywhere that does not have a clearly marked stall. Please refrain from parking along fences, red curbs, hatched, and/or undeveloped areas.

## **Parking Citations and Fines**

Vehicle may be towed instead of cited/fined at any time at discretion of Management.

- 1<sup>st</sup> Violation: Warning Citation



- 2<sup>nd</sup> Violation: \$50
- 3<sup>rd</sup> Violation: \$75

Parking legally and knowing parking regulations are the responsibility of the vehicle operator. Vehicles in violation are subject to a fine and subsequent towing, at the owner's expense, at any time. Any violation of parking rules may result in loss of access privileges at the discretion of Management.

OC Airport Owner, LLC and ABM Parking Services reserve the right to amend these parking rules and regulations at any time.

ABM Parking Services 657.520.8805  
Airport Tower Management Office 949.460.5380