Virginia Department of Aviation
Parking Lot Overnight Parking Policy

Background

The Virginia Department of Aviation (department) located on the Richmond International Airport at 5702 Gulfstream Road, Richmond, Virginia is responsible for the security, operation and maintenance of the department parking lot, consisting of 77 parking spaces and circulation lanes. The parking lot is used daily by the 34 department employees, and visitors conducting business with the department or the Commonwealth. Sometimes department employees, or customers flying on state aircraft, need to leave their vehicle(s) parked overnight, occasionally for multiple days. This use of the parking lot can become an issue in times of an emergency if the vehicle's owner is unknown and/or the agency does not have owner contact information. To prevent this dilemma from happening in the future the following policy has been instituted.

Policy

To better the security and utility of the department's parking lot, with the intent to avoid damage to employee and customer vehicles parked overnight, the department has developed the following parking lot policy:

1. Only current department employees and customers may park their vehicles overnight unless approved by the agency director. In the Director's absence, the Facilities Manager has approval authority.

2. Customers and anyone approved for parking their vehicle overnight must register their vehicle with the department by completing the attached form. The form will be made available on the department's webpage. Customers must complete both parts of this form, and provide the department's front desk with Part 1 of the form and display Part 2 on the vehicle dash.

3. Vehicles not properly displaying the appropriate parking pass are subject to towing at the owners expense.

4. The department is not responsible for any vehicle damage that occurs while cars are parked in the parking lot.

Gregory W. Campbell, Director

8/15/2022
Date

Virginia Department of Aviation
5702 Gulfstream Road
Richmond, VA 23250-2422
804-236-3624

DOAV Overnight Visitor Parking Pass - **Part 1**

Start Date	End Date
License Plate Number	
Vehicle Make/Model	
Vehicle Color	
Cell Phone	
DOAV Contact	

DOAV Overnight Visitor Parking Pass - **Part 2**

Start Date	End Date
License Plate Number	
Vehicle Make/Model	
Vehicle Color	
Cell Phone	
DOAV Contact	