

NBC Parking Program

Non-Based Crew (NBC) parking agreements shall have complimentary **6-day grace period** upon expiry of any current agreement term. This means that any current NBC agreement shall be valid up to the end of the 5th day following the last day of an expired agreement term. All NBC agreements expire on the last day of a month.

If no agreement renewal is received by the Ground Transportation Services (GTS) office after lapse of the 6-day grace period, the following procedures shall become applicable:

1. All non-renewed/expired agreements **shall be deactivated one (1) day** after the lapse of the 6-day grace period i.e. deactivated on day **7** of the month.
2. All non-renewed NBC agreements shall be set to “**Unpaid**” status whether the vehicles are currently parked in the designated parking facility or already exited. This means the NBC hasn't renewed or submitted payment for that month.
3. Any NBC vehicle **parked beyond the 6-day grace period**, without renewing the NBC parking agreement, will be required to pay full regular parking fees for the duration the vehicle was parked beyond the 6-day grace period. Posted rates at the designated parking facility shall apply.
4. If a NBC **enters the designated parking lot by pulling a parking ticket** after the lapse of the 6-day grace period, having not renewed his/her parking agreement, the NBC shall be responsible for the accrued parking fees for the entire duration parked. This means the NBC entered the designated parking lot after the NBC card had been deactivated. Posted rates at the designated parking facility shall apply.
5. Accrued parking fees paid due to non-renewal of NBC parking agreement **shall not be applied** in lieu of NBC monthly fees i.e. accrued parking fees paid cannot be transferred to cover any unpaid month.
6. **No refunds** shall be processed for accrued parking fees paid following payment of NBC monthly fees for any non-renewed month. Regular parking fees are separate from NBC monthly fees hence non-reimbursable.
7. Storage of vehicles is not permitted. Inoperable vehicles or vehicles that do not move from an individual parking space within a forty-five (45) day time frame are considered to be in storage as are vehicles that do not display a proper license plate, or NBC hangtag. Vehicle will be towed at owner expense.