

SIGNED OFF
by General Manager of
Joint-Stock Company
Orenburg International Airport



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March 31, 2021

GUIDELINES FOR USING

**a paid unguarded parking lot inside the grounds of Orenburg airport (460520, Orenburg Region,
Orenburg district, Nizhinskiy rural council, territory Airport, building**

1) TERMS AND DEFINITIONS

1.1. The present Guidelines are designed to implement a unified procedure for the use of parking spaces in the paid unguarded parking lot for vehicles (hereinafter – the “Guidelines”). They are binding for all persons staying in the airport’s paid unguarded parking lot.

1.1.1. **The Parking lot** is a specially marked and equipped space intended for the temporary placement of transportation vehicles on a paid basis, located in the territory adjacent to the passenger terminal building within the precincts of the airport.

1.1.2. **The Parking lot’s business hours:**
round the clock with no days off.

1.1.3. **The paid unguarded parking lot operator**, exercising control over the entry and exit, placement of transport vehicles and maintenance of the parking lot is Orenburg Airport JSC.

1.1.4. **The administration** is the Operator’s staff.

1.1.5. **Transportation vehicles (TV)** mean automobiles, motorcycles (including scooters, motorbikes and suchlike) legally owned or rented by users.

1.1.6. **Parking space (slot)** is a certain place designed for temporary placement of 1 (one) transportation vehicle, marked by white lines as per the map of the Parking lot.

1.1.7. **Parking** is temporary placement of a transportation vehicle within the precincts of the Parking lot.

1.1.8. **Users** are customers of the Parking lot that are divided into:

One-time users – customers of the Parking lot, who receive a parking ticket at the entry to the Parking lot. One-time users are people who use the airport’s services as well as persons who decide to use only the services of the Parking lot.

Permanent users are people entitled to using the parking lot on a regular basis, having season tickets.

1.1.9. **Season ticket** is a special pass confirming the right of entry (exit) for the transport vehicles of the Parking lot's permanent users.

1.1.10. **The parking ticket** is a special pass confirming the right of way (entry/exit) for vehicles of one-time Users to/from the Parking lot.

1.1.11. **Passing regime** – a set of measures, rules and procedures excluding the possibility of uncontrolled entry/exit of Vehicles to/from the Parking lot(s).

2) GENERAL PROVISIONS

2.1. The present Guidelines are a public offer to any person wishing to use the Parking lot's services that determine the order and conditions of its use. This offer can be amended by the Parking lot operator at any time without prior notice.

2.2. The offer acceptance is the entry of any person to the Parking lot using a Parking ticket/Season ticket, which is tantamount to the entering person signing a contract with the Parking lot operator for paid services of accessing the Parking space and using the paid unguarded Parking lot for transportation vehicles under the terms of the present Guidelines.

2.3. You can read these Guidelines and receive information on all issues related to the use of the Parking lot on the stand at the entrance terminal of the Parking lot, and on the [\у\улу.огена1прогГги](http://www.ulugonaiprogn.ru) website.

WARNING!

The Parking lot operator shall under no circumstances assume any responsibility and shall not be liable for the safety (loss (theft), damage or violation of completeness) of the Vehicles parked and/or any other property left on the grounds of the Parking lot, including things left in Vehicles! Placing a Vehicle in the Parking area is not a conclusion of a safe-keeping or custodial agreement!

2.4. Without a specially formalized pass the following TVs cannot have access to the Parking lot:

2.4.1. Vehicles with a maximum authorized mass in excess of 3.5 tons and/or having more than six (6) seats, in addition to the driver's seat, with maximum dimensions exceeding five (5) meters in length and two (2.4) meters (2 meters 40 centimeters) in width.

2.4.2. Vehicular combos, Vehicles with a trailer or large-sized cargo.

2.4.3. Vehicles without state registration plates.

2.4.4. Vehicles in disrepair, with significant body damage, malfunctions of the steering or braking system, in tow, having visual leaks of fuel and lubricants.

2.5. The following parking rules are established in the Parking lot:

2.5.1. There is a speed limit of **10 km/hour** for Vehicles across the Parking lot;

2.5.2. Traffic inside the Parking lot is carried out in accordance with the Traffic Rules;

2.5.3. Pedestrians, strollers, wheelchairs etc. have the right of way in the Parking lot.

2.5.4. The entry of Vehicles to the Parking lot is carried out at the entrance terminal on the side of the Orenburg-Orsk highway. The exit of Vehicles from the Parking lot is carried out at the exit terminal on the side of the station square.

2.5.5. The entry to and exit from the Parking lot is performed via special Parking / Season tickets.

2.5.6. You may enter the Parking Lot only when the boom of the auto barrier is fully raised. Each opening of the barrier allows only 1 (one) vehicle to pass. The Parking lot operator shall bear no responsibility in case the barrier causes damage or harm to the User or their assets.

2.5.7. After the opening of the auto barrier, the User must enter the Parking lot and park the Vehicle in one of the vacant Parking spaces (slots), strictly observing the markings and road signs (signage).

Warning! In the absence of vacant Parking spaces, the User shall leave the Parking lot. Parking or stationing Vehicles outside the marked Parking spaces is prohibited.

2.5.8. Parking in the car park is carried out according to the markings with a white line indicating the permitted parking space for a Vehicle.

2.5.9. Users of Parking spaces in the Parking lot shall park their Vehicles within the boundary lines designating a particular Parking slot, not to interfere with the access of other Users to Parking spaces.

2.5.10. Parking spaces in the Parking Lot shall be used by all customers for the sole purpose of parking their Vehicles. It is prohibited to use a Parking space for storage.

2.5.11. In accordance with the Federal Law of the Russian Federation No. 181-FZ, dated 24.11.1995, "On Social Protection of People with Disabilities in the Russian Federation", the Parking lot has designated spaces for low-mobility persons, fashioned as close as possible to the terminal building.

2.5.12. Persons who are legally recognized as disabled, i.e. having an appropriate certificate or a document ascertaining their disability group, and who drive a special vehicle as specified in GOST R ISO 9999-2019. National Standard of the Russian Federation. "Assistive Devices for Low-Mobility People. Classification and Terminology" (signed off and enacted by Rosstandart Order No. 586-st, dated 29.08.2019), are entitled to use the spaces for special vehicles in the car park free of charge. To do so, it is necessary to show documents confirming their disability to the administrator on duty at the exit.

2.5.13. It is forbidden to occupy parking spaces allocated in the Parking lot in accordance with the current legislation of the Russian Federation for people with disabilities, which are marked accordingly, since these are meant for low-mobility persons to park their special vehicles.

2.5.14. The Season ticket is available to employees of Orenburg Airport JSC upon presentation of the Orenburg International Airport pass and ID to the employees of the Orenburg Regional Department of the Russian Ministry of the Interior on transport, the Federal Customs Service of the Volga Customs Administration, Orenburg Customs, the Border Guard Department of Russia's FSB for Orenburg Region, Central Volga Aeronautical Navigation Branch of the State Air Navigation Corporation in the Russian Federation, Volga Branch of Aviamettelecom Roshydromet, Volga MTU Air Transport of Rosaviation, Volga Aviation Search and Rescue Centre, Post of Russia, Rospotrebnadzor (Russian Consumer Watchdog) Directorate for Orenburg Region (hereinafter also State Agencies).

Warning! The number of spaces for the employees of Airport Orenburg Airport, JSC and the employees of public institutions is limited. Orenburg Airport reserves the right to refuse the issue of a Season ticket to the persons specified in Clause 2.5.14 hereof without giving a reason.

2.5.15. Special vehicles like ambulances, whistlers and patrol cars, emergency service and EMERCOM vehicles are to get unhindered access to the Parking lot, in order to perform their duties.

2.5.16. Interfering with the exit of a Vehicle parked in the Parking lot shall be deemed a gross violation of the Fire Safety Regulations and shall serve as grounds for holding the violator liable under the applicable laws of the Russian Federation and the present Regulations.

2.5.17. In case of improper parking of a Vehicle in the Parking lot, obstructing the use of the Parking lot by other persons as well as violation of these Guidelines, Fire Safety Regulations or Traffic Laws, the Operator of the Parking lot is entitled to evacuate the Vehicle, whereas the costs of Vehicle evacuation shall be borne by the guilty person (vehicle owner).

2.6. In the Parking lot it is forbidden:

2.6.1. To encumber driveways and exits from the Parking lot as well as pedestrian passageways.

2.6.2. To drive at a speed of more than 10 km/h over the grounds of the Parking lot, to break the Traffic Rules and to trespass the requirements prescribed by road signs or markings.

2.6.3. To hand Parking tickets / Season tickets to third parties, to swap them for any other Cards of third parties, to use the services of third parties offering an exchange of the Parking ticket and/or Season ticket.

2.6.4. To place (park) a transportation vehicle:

2.6.4.1. In more than 1 (one) Parking space in violation of the markings (in this case the guilty user is charged for two parking spaces in line with the approved parking fares).

- 2.6.4.2. Outside of the specially dedicated and marked Parking spaces.
- 2.6.4.3. Loaded with flammable liquids, flammable liquids, gases, highly toxic substances.
- 2.6.4.4. With defective fuel feed systems, gas equipment, lubrication systems.
- 2.6.4.5. With the fuel tank neck open, or an open gas equipment tap.
- 2.6.5. To fill and drain the fuel, recharge the battery on the Vehicle.
- 2.6.6. To use open fire sources.
- 2.6.7. To do any type of vehicle repair or the towage of transport vehicles.
- 2.6.8. To wash a vehicle.
- 2.6.9. To drink alcohol or take addictive drugs.

If the Customer has violated these Guidelines and Regulations, the Parking lot operator has the right to request the Customer to leave the car park immediately; what's more, the Customer undertakes to pay for the time spent in the car park and, if the Customer has caused damage to the parking equipment, – to fully reimburse its cost.

2.7. Within the grounds of the Parking lot, it is also forbidden:

2.7.1. To stack and dispose of any litter.

2.7.2. To walk animals.

2.7.3. To put up advertisements and carry out any commercial or other activities, without a written permission and a corresponding contract with the Parking lot operator.

2.7.4. To hold meetings, rallies, advertising and marketing events, as well as to conduct surveys, give out questionnaires and collect information in any other way without a prior written consent of the Parking lot operator.

Citizens who violate fire safety regulations are administratively and criminally liable in accordance with the relevant legislation of the Russian Federation.

3) HOW TO USE THE PARKING LOT

3.1. The Parking lot operator uses an automated parking system to organize entry/exit to/from the Car Park. Entry to the Parking lot may be suspended for the time of sanitation, repair and/or other works.

3.2. What is needed to enter the Parking lot:

3.2.1. One-time users are to press the button at the entrance terminal and take their Parking ticket.

3.2.2. Permanent users are to put their Season tickets to the scanner of the entrance terminal. The barrier opens automatically.

In case of any problems with entry (a parking ticket does not come out, the barrier arm is not raised), please contact the parking lot's attendant on duty by pressing the "Help" button on the front panel of the parking ticket issuing desk.

3.2.3. After the barrier opens, enter the Parking lot and park the Vehicle in one of the vacant Parking spaces in strict compliance with the markings, road signs and pointers. One-time users, please **KEEP** your parking ticket until you leave the Parking lot.

3.3. Leaving your Vehicle in the Parking lot shall be considered as acceptance of the offer by the User, in accordance with **Article 438, para. 3** of the Civil Code of the Russian Federation, and conclusion of a public agreement with the Parking lot operator for the provision of paid services of access to the Parking space, to use paid unguarded parking on the terms established by these Guidelines; this also constitutes the basis for payment for the services of Parking.

3.4. To exit from the Parking lot, it is necessary:

3.4.1. To make sure that the free parking time limit has not been exceeded by checking the parking time since the entry to the Parking lot.

3.4.2. To pay for car parking services in automatic terminals or at the cashier's desk of the Parking lot operator.

3.4.3. To drive up to the check-out terminal of the Parking lot, insert the Parking ticket into the reception channel of the check-out, or put the Ticket to the check-out terminal's scanner.

3.4.4. If the free parking time limit is not exceeded or the parking services have been paid via automated parking terminals, the barrier will open. After the barrier opens, exit from the Parking lot.

Remember: The parking ticket/Season ticket is the property of the Parking lot operator. The Parking /Season ticket needs to be cared for and kept safe. The loss or damage of the Parking ticket/Season ticket is subject to a fine according to the approved fare.

3.5. Charging and payment arrangements:

3.5.1. Charges for paid parking services are set according to the approved price list of Orenburg Airport, JSC;

3.5.2. An incomplete hour of Parking is charged as a full hour, starting from the sixteenth (16th) minute;

3.5.3. The limit of free parking time for the vehicles of one-time users of the Parking lot after the parking service fee is paid constitutes 15 (fifteen) minutes. If the Users exceed the specified time limit, starting from the sixteenth (16th) minute and every hour thereafter, the hourly parking fee applies.

3.5.4. **WARNING!** Any payments for the Parking lot's services are made only in automatic terminals.

3.5.5. In order to pay for parking services, you have to pay the parking fee at the automatic terminal of the Parking lot operator. After the required amount is paid, the fact of payment is recorded in the computer and then the settlement process with the User is completed by issuing a receipt on the User's Parking ticket.

The purchase of a Season ticket and entering recurring payments is made through automated terminals at the Parking lot.

3.6. If the Parking/Season ticket is lost or damaged, the User should contact the parking attendant on duty and pay the fine.

3.7. The Season ticket transfer to a third party will result in its blocking.

4) OBLIGATIONS OF PARKING LOT USERS

4.1. Comply with the present Guidelines.

4.2. Comply with the Traffic Rules, Road signage, markings and pointers.

4.3. Park a vehicle only in a designated parking space.

4.4. When placing a Vehicle in the Parking Space, leave equal distances to the boundaries of the Parking Spaces marked with white lines.

4.5. Keep the Parking ticket and receipts confirming the payment until you leave the car park.

4.6. Comply with fire safety requirements, keep the place clean and maintain public order in the Parking lot and adjacent territory (lawns).

4.7. Take care of the Parking lot's equipment.

4.8. Immediately notify the Parking lot's administrator on duty by any available means of any breach of public order, access control or the present Guidelines;

4.9. Pay the parking fee to the Parking lot operator as well as a fine in case of violating the present Guidelines, losing the Parking / Season Ticket or damaging the latter.

4.10. Compensate for damage caused to the Parking lot operator as well as to third parties.

5) OBLIGATIONS OF THE PARKING LOT OPERATOR

5.1. Inform the Users about the rules in force at the Parking lot and provide the services of access to the Parking space for using the paid unguarded parking of vehicles under the terms set out in these Guidelines.

5.2. Install means of vehicle traffic control within the Parking lot grounds (road signs, information signs, markings).

5.3. Perform (arrange) landscaping and cleaning works in the Parking lot.

6) LIABILITY

6.1. The Parking lot operator shall not bear any responsibility for the safe keeping of transportation vehicles parked in the lot, theft or disappearance of personal belongings from the vehicles parked.

6.2. The User is liable for violating the applicable law, the present Guidelines and may be held liable in accordance with the procedure established by the relevant laws of the Russian Federation.

6.3. In case of the Parking / Season Ticket loss the User of the Parking lot shall compensate for the damage according to the price list.

6.4. In case of any damage done to the equipment installed in the Parking lot, the User is obliged to **immediately call the Parking lot operator's administrator on duty by pressing the "Help" button and never remove the Vehicle from the scene of the accident until the arrival of the Parking lot operator's administrator on duty and/or Road Traffic policemen** for registration of the accident.

7) ACTING IN EMERGENCIES AND EXTREME SITUATIONS

7.1. Actions to be taken in emergency situations

Emergency situations include such malfunctions, destruction of engineering equipment or structural elements of the Parking lot, which cause damage to the Car Park and/or the property of its Users.

If any malfunction of the engineering equipment in the Parking lot is discovered, the User is obliged to:

7.1.1. Immediately report the accident to the Administration **by pressing the “Help” button;**

7.1.2. Enlist the help of other Users in the immediate proximity to the accident;

7.1.3. If possible, take measures to limit the damage that can cause a breakdown of engineering equipment.

7.2. Actions to be taken in emergencies and extreme situations

Citizens may find suspicious objects that could turn out to be explosive devices. In such cases:

7.2.1. If an item you find should not, as you infer, be “in this place at this time”, do not leave this fact unattended;

7.2.2. If you have discovered a suspicious object, ask the people around you; it may belong to them;

7.2.3. If the owner is not identified, report the find immediately to the Parking lot attendant on duty **by pressing the “Help” button.**

In all of the above-listed cases:

Remember: The outward appearance of an object may conceal its real purpose. Common household items like bags, purses, rolls, boxes, toys, etc. are used as camouflage for explosive devices.

Parents!

You are responsible for the life and health of your children. Explain to them that any object found in the street, courtyard or on the grounds of the Parking lot may pose danger.

7.3. Actions to be taken when a fire is detected:

7.3.1. Immediately report a fire to the fire patrol by calling 01;

7.3.2. Notify the people in the Parking lot and alert the Administration;

7.3.3. If possible, set to extinguishing the fire with improvised means;

7.3.4. Get evacuated.

7.4. **Emergency phone numbers: 01 – Firefighting service, 02 – Police, 03 – Ambulance.**