



Voluntary Accommodation Notification

Accommodating Airline	Airline Being Accommodated
Name of the Airline representative _____	Name of the Airline representative _____
Email address _____	Email address _____
Phone number _____	Phone number _____
	Ground Handler (after start of accommodation) _____
Submission Date _____	<i>The voluntary accommodation declaration should be submitted at least 30 days prior the voluntary accommodation start date</i>
Start Date of Accommodation _____	<i>date</i>
Anticipated End Date of Accommodation _____	<i>If any; write "NONE" if accommodation is anticipated to continue until further notice</i>

	Select the types of premises on which the airline will be accommodated (check one box for each space type)				Notes
	All flights	No flights	Individual flights only	Accommodating airline does not have this type of premises	
Arrival Gate					
Departure Gate					
Check-in					
Baggage Makeup					
Baggage Reclaim					
Flight Information Display Systems (FIDS) <i>(select if flights will be shown on accommodating airline's FIDS)</i>					

If "individual flights only" selected above: list flights where arrival and/or departure flight is accommodated. Please include the following:
 Arrival flight number, arrival time (UTC), departure flight number, departure time, aircraft equipment, frequent (days of week), number of seats

Additional Comments

Note that Section 6.2 of the Terminal Space Use Protocols (Off-Schedule Operations on Common Use Gate Space and Hardstand Space) is applicable to airlines accommodated (whether voluntarily or not) on Preferential Use Gate Space: An Air Carrier experiencing Off-Schedule Operations shall accommodate itself as much as possible in its Preferential Use Gate Space before contacting the Scheduling Manager to request access to Common Use Gate Space or Hardstand Space

For IGC Use Only				
	Completed			Comments
	YES	NO	N/A	
Airline Requesting Accommodation Flight Schedule submitted to the Scheduling Manager				
Airline Requesting Accommodation Request - Procedure Form				
Emails Sent to All Preferential Carriers				
All Preferential Carriers Current Gate Space Plans on Hand				
All Preferential Carriers Current Flight Schedules on Hand				
Notification and Sign-off				
Stakeholder	Name	Date	Signature	Comments
IGC (Scheduling Manager)				

