



UNIVERSITY OF WYOMING

Transportation Services

EVENT AND CONFERENCE PARKING PERMITS MADE EASY!

Do you have an event or conference coming up, and you are trying to organize parking for your guests? Follow these easy instructions and you will be on your way!

1. Fill out our handy *Conference and Event Parking Permit Order Form* and return it to the Transportation Services office. Forms can be found online at www.uwyo.edu/tps.
2. Transportation Services will send your permits via campus mail or arrange for the permits to be picked up.
3. Unused permits need to be returned to Transportation Services within 5 days of the event's last day.
4. Transportation Services will send an invoice via campus mail to the department billing representative for parking permits that were used. Event and Conference Permits are \$5.50/day.

IT'S THAT EASY!

Transportation Services
Mailing: Dept. 4313
1000 E. University Ave.
Laramie, WY 82071
Office: 1602 Spring Creek
Drive Phone (307) 766-9800
Fax (307) 766-7845
Email: tps@uwyo.edu



Transportation
Services

CONFERENCE/EVENT PARKING PERMIT ORDER FORM

Name of Event: _____

Contact Name: _____

Contact Email: _____ Phone #: _____

Department: _____

Billing Address: _____

Date(s) of Event: _____ Desired Pick Up Date: _____

Comments/Special Requests: _____

Permit Dates (i.e. 1/14/13 - 1/18/13)	Quantity Needed	Assigned Permits (Official Use Only)	Comments (Official Use Only)

**PLEASE RETURN ALL UNUSED PERMITS WITHIN 5 DAYS
OF THE END OF THE EVENT. ALL PERMITS NOT
RETURNED WILL BE CHARGED ON INVOICE.**