



Mailing: Dept. 4313 • 1000 E. University Ave. • Laramie, WY 82071

Office: 1602 Spring Creek Drive • Laramie, WY 82070

Phone (307) 766-9800 • Fax (307) 766-7845 • Email [tps@uwyo.edu](mailto:tps@uwyo.edu) • website: [www.uwyo.edu/tps](http://www.uwyo.edu/tps)

## PERSONAL RESERVED SPACE APPLICATION

<i>First Name</i>	<i>Last Name</i>	<i>Employee ID</i>
<i>Phone Number</i>	<i>Email</i>	
<i>Department</i>	<i>Job Title</i>	

**Please describe your job responsibilities or other reason necessitating a reserved space:**

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**Do you have access to a Department vehicle?**        No            Yes, if yes, please provide the plate number    

**DESIRED SPACE LOCATION:** \_\_\_\_\_

### PREFERRED ENFORCEMENT METHOD

**Enforcement-By-Complaint** – space not enforced unless permit holder calls in. This allows space to be used for guest access, employee recognition, etc.

**Designated Plates Only** – space can have up to three license plates linked to reserved space. Vehicles will be cited that do not have designated valid plates registered. Guest permit can be used for vehicles not registered under space ID. Spaces will generally be enforced 24/7.

Employee Signature \_\_\_\_\_ (Date) \_\_\_\_\_

*Please note: Reserved space holders must also purchase and hold appropriate zone permit for reserved space location.*

<b>OFFICE USE ONLY</b>	Approved	Denied	Date: _____
	Space: _____	Permit #: _____	