



Transit & Parking Services

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

Office: Wyoming Hall, #340

Phone (307) 766-9800 • Fax (307) 766-9804 • Email: [tps@uwyo.edu](mailto:tps@uwyo.edu) • Website: [www.uwyo.edu/tps](http://www.uwyo.edu/tps)

---

## **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 Transit & Parking Services office. Forms can be found online at [www.uwyo.edu/tps](http://www.uwyo.edu/tps).
- 2) Transit & Parking 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 Transit & Parking Services within 5 days of the event's last day.
- 4) Transit & Parking 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!**



Transit & Parking Services

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

Office: Wyoming Hall, #340

Phone (307) 766-9800 • Fax (307) 766-9804 • Email: [tps@uwyo.edu](mailto:tps@uwyo.edu) • Website: [www.uwyo.edu/tps](http://www.uwyo.edu/tps)

## 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. 6/27/12 - 6/30/12)	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.**