

Texas A&M University parking permits are now valid in the CIR parking lot:

- If you have any valid TAMU parking tag, you are no longer required to have a RELLIS Add-On permit or sign in for guest parking.
- You are required to register your license plate with your TAMU permit, but there is no additional cost.
- Log into your account on Transportation Services' website and ensure your license plate has been added to your TAMU permit.
- Note that TAMU night permits are only valid 5:00pm - 6:00am.

10 GUESTS OR LESS:

The CIR will pay for **up to 10 guests** for small meetings at a cost of \$5/day/guest.

- CIR staff will register your guests upon arrival.
- Guests must provide name, license plate number and reason for visit (for example: John Smith, ABC-1234, Civil Engineering faculty meeting).
- Permits are tag-less and are monitored using license plate recognition.

11-29 GUESTS:

For meetings of **more than 10 guests and less than 30**, CIR will bill the host entity for the total cost of parking at a cost of \$5/day/guest.

- CIR staff will register your guests upon arrival.
- Guests must provide name, license plate number and reason for visit (for example: John Smith, ABC-1234, Civil Engineering faculty meeting).
- Permits are tag-less and are monitored using license plate recognition.

30+ GUESTS:

For events with **30 guests or more**, the host entity will need to make arrangements with Transportation Services, (979) 862-7943, to either (1) purchase placards or (2) purchase the lot.

- The host entity will provide staff to distribute placards to guests upon arrival and direct guests to display them on their dash.
- No placards or further parking registration is required when the lot has been purchased.

Guest spots at CIR:

- CIR has 7 guest spots in the front row of our parking lot, facing the glass front doors.
- The 3 CIR guest parking spaces are administered by the CIR Team.
- To reserve, visit our website (cir.tamu.edu) and select the conference venue tab. Click BOOK SPACE.

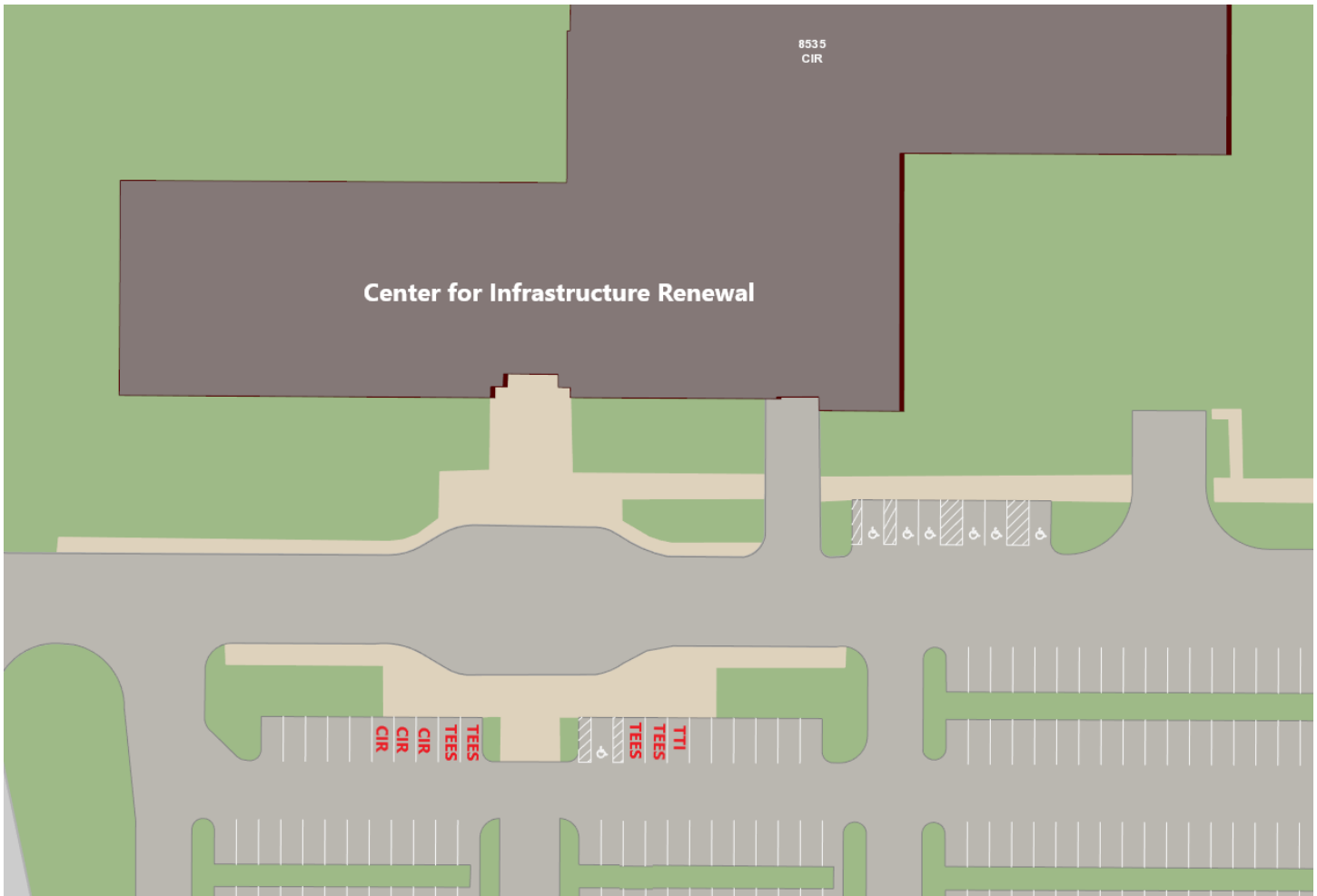
The 4 TEES guest parking spots are administered by TEES.
To reserve please contact:

Holley Howell
holleyhowell@tamu.edu
979-458-7558

Jen Swartz
jswartz@tamu.edu
979-458-0322



Reserved Visitor Spaces



When you arrive at the CIR, look for the reserved spots in the front row, facing the glass front doors.

The 3 CIR guest parking spots are administered by the CIR Team. To reserve, visit our website (cir.tamu.edu) and select the conference venue tab. Click BOOK SPACE. For time sensitive parking needs, please call at 979-317-1200 for immediate assistance.

The 4 TEES guest parking spots are administered by TEES. To reserve, please contact Holley Howell (holleyhowell@tamu.edu; 979-458-7558) or Jen Swartz (jswartz@tamu.edu; 979-458-0322).

The 1 TTI guest parking spot is administered by TTI. To reserve, please contact Amanda Pelton (apelton@tti.tamu.edu) or Facilities (cirfacilities@rellis.tamus.edu).