

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

- 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 \$7/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 \$7/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 6 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](http://cir.tamu.edu)) and select the conference venue tab.  
Click BOOK SPACE.
- The 2 TEES guest parking spots are administered by TEES.
- The 1 TTI guest parking spot is administered by TTI.

To reserve guest spots or questions, please contact:

*Katie Bradshaw*  
[kathrine.bradshaw@tamu.edu](mailto:kathrine.bradshaw@tamu.edu)  
979-458-7558

### Parking Kiosk:

A kiosk is available for self-paid guests. Please visit the Transportation Services website for more details.



## 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](http://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 2 TEES guest parking spots are administered by TEES. To reserve, please contact Holley Howell ([holleyhowell@tamu.edu](mailto:holleyhowell@tamu.edu); 979-458-7558).

The 1 TTI guest parking spot is administered by TTI. To reserve, please contact Mary Nevis ([m-nevis@tti.tamu.edu](mailto:m-nevis@tti.tamu.edu)) or Sandra Jackson ([s-jackson@tti.tamu.edu](mailto:s-jackson@tti.tamu.edu)).