

**Texas A&M University parking permits are now 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 \$10/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 over 10 guests and less than 30, CIR will bill the host entity for the total cost of parking at \$10/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 plan accordingly with Transportation Services, 979- 862-7943, to either (1) purchase placards or (2) purchase the entire 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 parking spot is administered by TTI.

To reserve please contact:

**Saundra Jackson, TTI**  
[s-jackson@tti.tamu.edu](mailto:s-jackson@tti.tamu.edu)  
979-317-2456

**Ella Yurk, TEES**  
[ella-yurk@tamu.edu](mailto:ella-yurk@tamu.edu)  
979-317-3805

**Mary Nevis, TTI**  
[m-nevis@tti.tamu.edu](mailto:m-nevis@tti.tamu.edu)  
979-317-2454



## 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 or **Ella Yurk** ([ella.yurk@tamu.edu](mailto:ella.yurk@tamu.edu)) 979-317-3805.

The 1 TTI guest parking spot is administered by TTI. To reserve, please contact **Mary Nevis** ([mnevis@tti.tamu.edu](mailto:mnevis@tti.tamu.edu)) 979-317-2454 or **Sandra Jackson** ([s-jackson@tti.tamu.edu](mailto:s-jackson@tti.tamu.edu)) 979-317-2456.

