**Department Coupon Code Use Policy and Procedures**

Coupon codes will be given to departments to use for conferences/meetings, guests, guest speakers and volunteers. If you or your department will be hosting an event or inviting a guest or guest speaker to campus, you will have the option of providing them with a coupon code in which your department will be charged each time that coupon code is used. Each department will need to provide Parking Services with an index number they would like to have charged for the use of the coupon code. Parking Services will continue to help coordinate parking for certain events.

If the department wishes not to use a coupon code then the guest or visitor will be responsible for purchasing their own permit. These permits will be available by the hour, for the rest of the day or they can purchase a multi-day pass.

The permits are valid in all lots on campus for the allotted date and time stamped on the permit. There are no refunds for unused time on the permits. If you have large events where the whole lot will need to be reserved you will need to reach out to Parking Services like in the past.

Any parking requests need to be submitted to Parking Services at least 72 (business) hours prior to the event or request needed to allow enough time to fulfill our parking requests. Please email Parking Services at parking@wou.edu with your request.