



# PARKING AND TRAFFIC INFORMATION

## DEPARTMENT *of* PUBLIC SAFETY

818 Quadrangle Drive ▪ 5800 West Friendly Ave., Greensboro, NC 27410  
336.316.2908

### Parking and Traffic Information

Administrative office hours are Monday through Friday, 8:30 a.m. - 4:30 p.m. Public Safety Officers are on duty 24 hours a day and can be reached by calling 336.316.2909 (extension 2909 from any campus phone). All parking and ticket problems or concerns must be handled during normal business hours in the Office of Public Safety. All students and employees of the College are responsible for obtaining a parking permit and knowing, and adhering to, the policies outlined in this handbook.

### General Policies

1. **Traffic and parking regulations are enforced 24 hours a day throughout the calendar year**, including all breaks, holidays and summer months. These regulations apply whether or not classes are in session.
2. All Guilford College employees and students must obtain and properly display a current parking permit for their vehicles parked on the campus.
  - a. Students must obtain a current parking permit each academic school year. The cost of parking is billed to the student's account through the office of Student Financial Services. Students may only display their permits on the bottom left corner (exterior) of the rear windshield.
  - b. Faculty/staff may display permit on bottom left corner (interior) of the rear windshield, or front windshield if window tinting interferes with permit visibility. Faculty/staff parking permits do not expire and do not need to be renewed.
3. **A parking permit DOES NOT guarantee the holder a reserved space, only the opportunity to park within a specified area. Lack of space is NOT a valid excuse for illegal parking.**
4. A permit may **only** be affixed to the vehicle which it is assigned to. Permits are not transferable. A new permit is needed for any change in vehicle or license plates. Failure to do so may result in an unregistered vehicle citation.
5. Temporary permits are available from the Office of Public Safety free of charge. A note affixed to the vehicle is not accepted as a temporary decal.
6. Spaces designated "handicapped" are for vehicles properly displaying an official handicapped-parking permit/hangtag by the Department of Motor Vehicles. A Guilford College parking permit is also required for these spaces.
7. Parking is not allowed in handicapped spaces (without permit), fire lanes, loading zones, driving portion of road, sidewalks, in front of (or blocking) dumpsters, grassy areas, lake area, athletic fields and any other space not designated for parking. Any violation of these restrictions may result in the vehicle being towed.
8. Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.
9. Any person experiencing difficulty with a vehicle that is disabled or malfunctioning must notify Public Safety at the time of the problem. The party calling may be required to furnish proof that the vehicle is actually disabled. **Notes affixed to the vehicle are not acceptable.**
10. Written permission from the Director of Public Safety must be obtained before parking trailers or mobile campers on campus property.
11. The speed limit on any Guilford College roadway or parking area is 20 miles per hour.
12. Careless, reckless driving and/or speeding will not be tolerated and may result in judicial charges, a citation and/or the barring of the driver from operating motor vehicles on campus property.
13. All motor vehicles must yield to pedestrians at all times.
14. Public Safety officers are not empowered to void a written citation.
15. Students may park in Faculty and staff between the hours of 5:30 p.m. and 7 a.m. on weekdays, and between 5:30 p.m. Friday and 7:00 a.m. Monday.
16. The loading zone behind Mary Hobbs may only be used for a maximum of 15 minutes and vehicles may not block the dumpsters or interfere with the flow of traffic.
17. **Visitor spaces are not to be used by faculty, staff, or students for any reason.**
18. The row of spaces closest to the New Garden Hall entrance is reserved for guests of the Office of Admission.

### Parking Locations

#### Residential Student Parking

- a. Residential students may **ONLY** park in lots or spaces assigned to their permits, including the following lots: North and South Apartment lots, East Apartments, Milner lot, the row closest to English Hall, and North Lot.
- c. Visitor spaces are **not** to be used by students for any reason.

### **Commuter Student Parking**

Visitor spaces are not to be used by students for any reason.

### **Faculty/Staff Parking**

- a. Faculty and Staff may park in lots or spaces assigned to their permits as well as park in any student lot.
- b. Faculty/Staff may **not** park in visitor spaces for any reason.

### **Visitor Parking**

- a. Visitor spaces are **not** to be used by faculty, staff, or students for any reason.
- b. Frequent or overnight visitors are required to have a temporary parking permit. Students, Faculty, and Staff can obtain these permits in the Public Safety office and are responsible for their guests.
- c. The row of spaces closest to the New Garden Hall entrance is reserved for guests of the Office of Admission.

### **Violations and Fines - All offenses warrant a fine:**

Offense	Fine	Offense	Fine
01 - Parking in Staff area	\$20	07 - Unregistered vehicle*	\$100
02 - Parking in reserved space or area	\$20	08 - Speeding/reckless driving	\$100
03 - Parking in a non-marked space	\$25	09 - Parking in handicapped space	\$250
04 - Parking on the grass	\$25	10 - Exceeding time limit	\$20
05 - Blocking another vehicle	\$25	11 - Improper display of parking permit	\$20
06 - Parking in fire lane (towing enforced)	\$50		

### **\*An unregistered vehicle is any vehicle not displaying a current parking permit, or displaying a permit registered to another vehicle.**

1. The Director of Public Safety reserves the right to tow a vehicle or revoke any on-campus parking and driving privileges for the following reasons: outstanding citations in excess of four (4) per academic year, use of fraudulent permits (permits issued to another vehicle or person), careless and/or reckless driving, causing property damage, or verbal or physical abuse or threats directed at any Public Safety officer during the performance of his/her duties -- which is a detriment or safety concern to the community.
2. Citations may be appealed for review by the Director of Public Safety **if the contention is that the cited regulations were not violated. This is the only appropriate basis for an appeal.** Appeals must be made in writing to the Director of Public Safety within fourteen (14) days of the date of the citation. Forms are available in the Public Safety office, [guilford.edu](http://guilford.edu) or Guilford's intranet. **Telephone and email appeals will not be accepted.**
3. Students with any unpaid citations will have a hold placed upon their account and will be unable to access grades and transcripts, and will be unable to register for classes.
4. Students, faculty and staff are responsible for their visitors and will be held financially responsible for citations issued to them.

### **Towing and Wheel Boot Policy**

1. Any Public Safety officer may order the towing or immobilization of a vehicle in violation of the following parking regulations on the Guilford campus:
  - a. Failure to respond to four (4) parking violations summons.
  - b. Parking an unauthorized vehicle in a HANDICAPPED/FIRE LANE/RESERVED space (including the President's space).
  - c. Parking in the traveled portion of a roadway or in a No Parking/Tow Zone.
  - d. Blocking a dumpster, or otherwise interfering with waste removal.
  - e. Parking in a space reserved for the President.
2. Persons wishing to secure the release of a vehicle that has been booted or impounded should report to the Office of Public Safety between the hours of 8:30 a.m. - 5:00 p.m. Once fines have been resolved, Public Safety will release the boot. The cost to the owner of a booted car will be \$45 plus all parking fines. The person has up to 48 hours to resolve all fines and citations. After 48 hours, the vehicle will be towed, incurring additional costs at the owner's expense. If a vehicle has been towed, Public Safety will issue a vehicle release (tow slip), which the person will present to the towing company. The towing company will release the vehicle after collecting any accrued fees.
3. Abandoned or disabled vehicles are subject to towing at the owner's expense, unless the owner notifies the Office of Public Safety in writing at the time the vehicle becomes disabled. Vehicles that do not have a current state-issued license plate or current Guilford College registration permit may be treated as an abandoned vehicle. The Director of Public Safety will determine whether a vehicle is disabled and allowed to remain on campus.

### **Bicycle, Motorcycle, and Scooter Registration Policy**

Students are required to register their bicycles, motorcycles, and scooters. Students will be given a registration sticker (free of cost), which must be prominently displayed. Bicycles, scooters, or motorcycles found on campus without a registration sticker may be confiscated by Public Safety. Bicycles that are not secured to approve bicycle racks may be confiscated by Public Safety. Confiscation incurs a \$25 storage and recovery fee. Reimbursements will NOT be issued for locks removed or cut during the confiscation process. Public Safety is not responsible for any damages that occur during the confiscation or storage process. If confiscated items are not retrieved by the student within thirty (30) days, they will be donated to a local charity. Disassembled bikes (or parts) will be removed. Scooters and motorcycles may NOT be driven on any sidewalks, but may be secured to approve bike racks. In keeping with NC state law, operators and passengers of motorcycles/scooters must wear a safety helmet. Students may not leave bikes, motorcycles or scooters attached to bike racks beyond the end of the spring semester. Any bike left after the end of the spring semester may be confiscated. The only exception to this policy is for students returning for summer school. These students must arrange for their bike to be stored by security until they return for the start of their summer session.

### A. NEW GARDEN HALL

- Admission
- Bryan Series Offices
- Marketing
- D. Ralph Parker Board Room
- Registrar & Student Accounts
- Student Financial Services

### B. DUKE MEMORIAL HALL

- Modern Language Studies, Political Science, Mathematics
- Language Lab
- Leak Room

### BR. THE BOILER ROOM

### C. HEGE LIBRARY ACADEMIC COMMONS

- Accessibility Resource Center
- Carnegie Room
- Faculty Development
- Global and Off-Campus Initiatives
- Guilford College Art Gallery
- Career, Academic & Personal Exploration
- Honors Program
- Learning & Writing Center
- Library & Learning Technologies
- Quaker Archives
- Research & Creative Endeavors
- Teaching, Learning, & Research Collaboratory
- "The Cube" Maker Suite

### D. KING HALL

- Business Administration, Justice & Policy Studies, Economics, Sociology & Anthropology, Psychology, Women's, Gender, & Sexuality Studies
- Bayard Rustin Center for LGBTQA Activism, Education & Reconciliation
- Bonner Center for Community Service & Learning
- Center for Principled Problem Solving & Excellence in Teaching
- Conflict Resolution Resource Center
- Diversity, Equity & Inclusion
- Faculty Development
- Intercultural Engagement Center
- Interdisciplinary Studies
- Quaker Cupboard
- Residential Education & Housing

### E. HENDRICKS HALL

- Advancement & Philanthropy
- Alumni & Parent Engagement

### F. FRANK FAMILY SCIENCE CENTER

- Biology, Chemistry, Geology, Physics
- Joseph M. Bryan, Jr. Auditorium
- Cline Observatory
- Science Laboratories

### FC. CAMPBELL HOUSE

### G. BAUMAN TELECOMMUNICATIONS CENTER

- Accounting, Education Studies, Computing Technology & Information Systems (CTIS)
- Administration Offices
- Computer Labs
- Human Resources
- Information Technology & Services
- IT&S Help Desk

### H. RACHEL'S ROSE COTTAGE

### I. FOUNDERS HALL

- Theatre Studies
- Academic and Student Affairs
- Bauman Galleries East & West
- Bookstore
- Campus Life
- Campus Activities Board
- Community Senate
- Dining Hall
  - Gilmer Room
- The Grille
- Mail Services
- McMichael Family Atrium
- Media Commons
- Office of the President
- Office of the Provost
- Office of Student Leadership & Engagement
- Quakeria Pizza Shop
- Sternberger Auditorium
- Student Organizations
- WQFS-FM (90.9)

### J. RAGSDALE HOUSE

- President's Residence

### K. MILNER COUNSELING CENTER

### L. RAGAN-BROWN FIELD HOUSE & PHYSICAL EDUCATION CENTER

- Athletics Offices
- Facilities for Basketball, Football, Tennis and Volleyball
- Outdoor Basketball, Volleyball Courts
- Mary Ragsdale Fitness Room

### M. ALUMNI GYM

- Sport Studies
- Basketball Court
- Intercollegiate Athletics
- Locker & Training Rooms

### N. HEGE-COX HALL

- Studio Arts
- Art Department Gallery, Studios and Photo Lab
- Senior Thesis Space

### O. ARCHDALE HALL

- Offices: English, History, and Philosophy

### P. PUBLIC SAFETY

### Q. DANA AUDITORIUM

- Music and Religious Studies
- Moon Room

### R. WORTH HOUSE II

### S. WORTH HOUSE I

- Friends Center
- Campus Ministry

### T. GEORGE WHITE HOUSE

- Early College at Guilford

### U. FACILITIES & CAMPUS SERVICES

- Conferences & Events
- Environmental Sustainability
- Finance & Accounts Payable
- Grounds
- Housekeeping
- Maintenance
- Purchasing

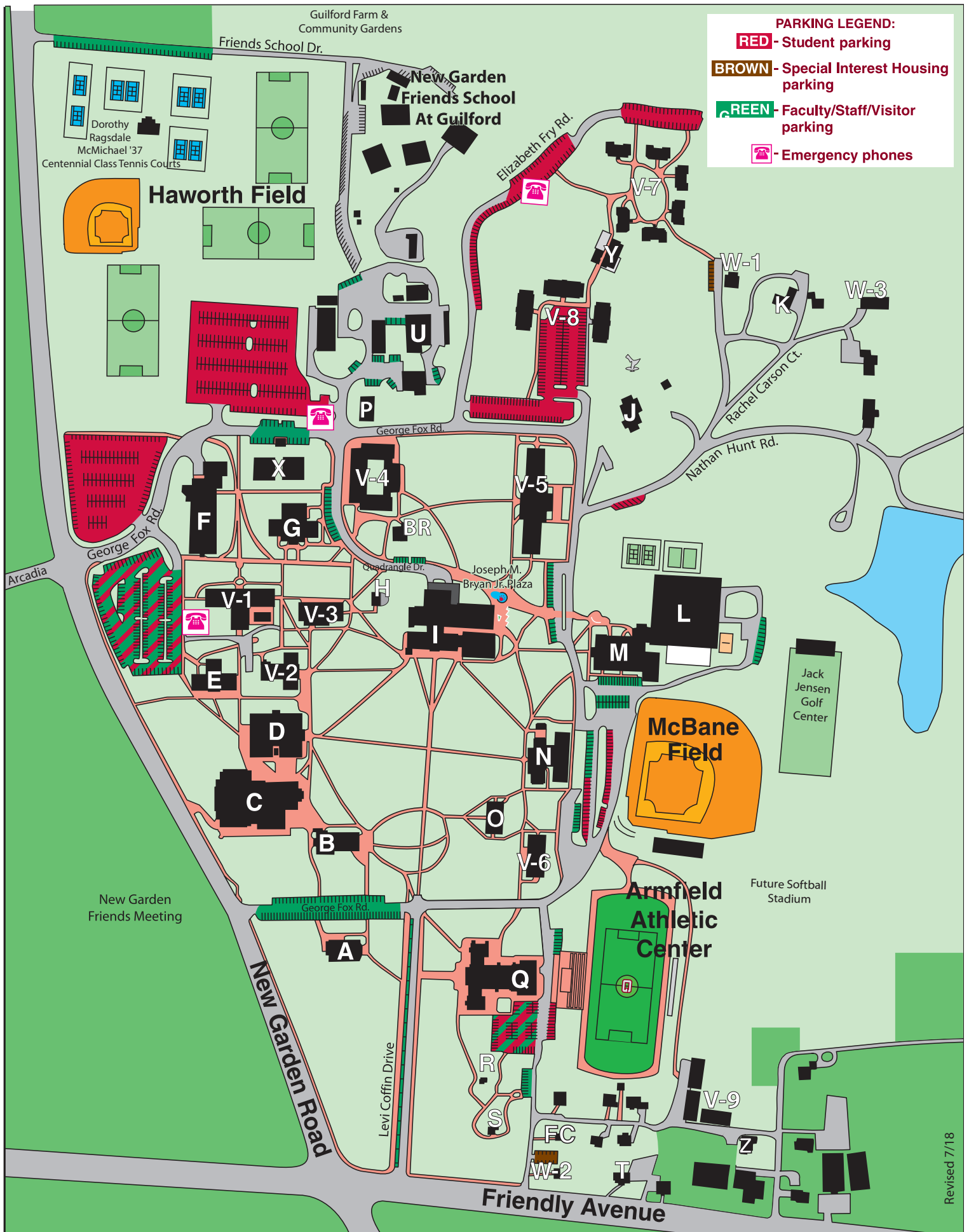
### V. STUDENT RESIDENCES

- V-1 Binford Hall
  - Orangerie
- V-2 Mary Hobbs Hall
  - Adult Student Lounge
- V-3 Shore Hall
- V-4 Bryan Hall
- V-5 Milner Hall
- V-6 English Hall
- V-7 North Apartments
- V-8 South Apartments
- V-9 East Apartments

### X. EARLY COLLEGE CLASSROOMS

### Y. COMMUNITY CENTER

### Z. HILDEBRANDT



Revised 7/18