

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 the Guilford College Bike Shop or 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 North Carolina 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.

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, or 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.

spaces designated to their house, and in other residential lots. Visitor spaces are **not** open to students for any reason.

Commuter Student Parking

Commuter students may park ONLY in lots or spaces assigned to their permits, including the following lots: Binford/Hendricks lot, CCE/Northwest lot, North Lot, Dana Auditorium lot, and the lower level by the P.E. Center.

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 residential or commuter lot as additional parking.
- 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 (both traditional and the Center for Continuing Education).

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 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.

Parking and Traffic Information

Administrative office hours are Monday through Friday, 8:30 a.m. - 5 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.

DEPARTMENT of PUBLIC SAFETY
Bauman Telecommunications Building
 5800 West Friendly Ave, Greensboro, NC 27410
336.316.2908


PARKING AND TRAFFIC
INFORMATION

5. Temporary permits are available from the Office of Public Safety before parking trailers or mobile campers on campus property.
 6. A note affixed to the permit will indicate the location of the vehicle and the person making such repairs.
 7. 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.**
 8. Written permission from the Director of Public Safety must be obtained before parking trailers or mobile campers on campus property.
 9. The speed limit on any Guilford College roadway or parking area is 20 miles per hour.
 10. 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.
 11. All motor vehicles must yield to pedestrians at all times.
 12. Public Safety officers are not empowered to void a written citation.
 13. Commuter and Residential 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.
 14. 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.
 15. **Visitor spaces are not to be used by faculty, staff, or students for any reason.**
 16. The row of spaces closest to the New Garden Hall entrance is reserved for guests of the Office of Admission (both traditional and the Center for Continuing Education).
- 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. Residential Students may not park in Alternative Housing lots.
 - b. Students living in Alternative Housing (Pines, Cobb, and Pope) will be issued an Alternative Housing permit that will allow them to park in the

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

A. NEW GARDEN HALL

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

B. DUKE MEMORIAL HALL

- Foreign Languages, Political Science, Mathematics
- Language Lab
- Leak Room

BR. THE BOILER ROOM

C. HEGE LIBRARY ACADEMIC COMMONS

- Carnegie Room
- "The Cube" Maker Suite
- Faculty Development
- Finance, Purchasing, & Accounts Payable
- Integrated Career Advising
- Guilford College Art Gallery
- Guilford Guides
- Honors Program
- Learning Commons
- Library & Learning Technologies
- Quaker Archives
- Research and Creative Endeavors
- Study Abroad
- Teaching, Learning, & Research Collaboratory

D. KING HALL

- Bonner Center for Community Learning
 - Quaker Cupboard
 - Diversity, Equity & Inclusion
 - Business Administration, Justice & Policy Studies, Economics, Multicultural Education, Sociology & Anthropology, Psychology, Women's Gender & Sexuality Studies
 - Center for Principled Problem Solving
 - Conflict Resolution Resource Center
 - Human Resources
 - Interdisciplinary Studies
 - Multicultural Education Department
 - Bayard Rustin Center for LGBTQA Activism, Education, & Reconciliation
 - Africana, International Student, Latino, and Native American Communities

E. HENDRICKS HALL

- Advancement & Alumni Relations
- Bryan Series Offices

F. FRANK FAMILY SCIENCE CENTER

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

FC. CAMPBELL HOUSE

- Friends Center
- Campus Ministry

G. BAUMAN TELECOMMUNICATIONS CENTER

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

H. THE HUT

I. FOUNDERS HALL

- Academic and Student Affairs
- Theatre Studies
- Bauman Galleries East & West
- Bookstore
- Campus Life
- Campus Activities Board
- Community Senate
- Dining Hall
 - Gilmer Room
- The Grille
- McMichael Family Atrium
- Media Commons
- Office of Student Leadership & Engagement
- Quakeria Pizza Shop
- Residential Education & Housing
- 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

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

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. MAIL SERVICES

Q. DANA AUDITORIUM

- Music and Religious Studies
- Moon Room

R. FORMER BONNER CENTER

- Under renovation 2018-19

S. ALUMNI HOUSE

- Office of the President
- Office of the Provost

T. GEORGE WHITE HOUSE

- Early College at Guilford

U. FACILITIES & CAMPUS SERVICES

- Conferences & Events
- Environmental Sustainability
- Grounds
- Housekeeping
- Maintenance

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
 - Under renovation 2018-19
- V-6 English Hall
- V-7 North Apartments
- V-8 South Apartments
- V-9 East Apartments

W. SPECIAL INTEREST STUDENT HOUSING

- W-1 The Pines
- W-2 Pope House
- W-3 Cobb House

X. EARLY COLLEGE CLASSROOMS

Y. COMMUNITY CENTER

Z. HILDEBRANDT

- Under renovation 2018-19

