

GUAM COMMUNITY COLLEGE
Office of the President

MEMORANDUM

To: All Employees

From: President

Subject: **ADMINISTRATIVE DIRECTIVE 2006-02**
Unauthorized Parking

Effective immediately, all student and employee vehicles parked at GCC proper must display a parking decal. Vehicles should not be left in GCC parking lots for longer than a 24-hour period without prior authorization.

Parking decals are required for all vehicles that will be parked at the college for an extended period of time. This will help facilitate notifying the owner of the vehicle should something happen to their automobile. Any vehicles left in our parking lot over 24-hours will be subject to removal at the owner's expense. A written notice will be placed on the windshield informing the owner to report to the Student Support Services office in Building B to avoid having the vehicle towed away.

In accordance with Public Law 23-144, after 24-hours, a towing company will be contacted to remove the vehicle. The owner will be responsible for retrieving the vehicle from the towing company. Again, we must reiterate that towing and storage fees are at the vehicle owner's expense.

If your vehicle has mechanical problems, please coordinate with the Student Support Services office to prevent having your vehicle be towed away.

Thank you for your cooperation.

/s/
H. delos Santos, Ed.D.

WM
03/13/06