

## Accessing the Wade Hampton Courtyard

### Access Credentials for the Wade Hampton Courtyard (Placard)

1. If you wish to obtain access to the Wade Hampton Courtyard, you must notify your agency's parking coordinator. **Vendors should contact the Bureau of Protective Services (BPS) directly to obtain Wade Hampton Courtyard access.**
2. The parking coordinator will submit a request for access to the Parking Services Office. All requests will be processed in order of the date received.
3. Parking Services will provide the names of employees requesting Wade Hampton Courtyard Access to BPS.
4. BPS will approve the requests as necessary and program placards to allow access.
5. Individuals will be notified when access has been granted.
6. All parking spaces in the Wade Hampton Courtyard are assigned during normal business hours. Parking in the courtyard will be allowed after hours and on weekends for those with placard access. **Do NOT park in areas designated for loading and delivery, agency personnel, or handicapped employee access during normal business hours without authorization. Violators will be subject to ticketing, fines, and/or towing at the owner's expense.**

### Entering and Exiting the Wade Hampton Courtyard

1. The Wade Hampton Courtyard entrance is located on Sumter Street. All vehicles must display a placard to obtain entry into the facility, which should be hung from the vehicle's rearview mirror with the state seal facing the windshield.
2. The remote reader at the gate will capture the placard information and will automatically open for all active placards. **You MUST approach the gate at a speed of 10 miles per hour or less in order to allow the remote reader to capture placard information and raise the gate. If entering behind another vehicle, wait for the gate to fully descend before approaching.**
3. If the gate does not rise while the placard is in range of the remote reader, use the intercom to contact BPS for assistance. State your name and problem to the officer on duty, and the officer can remotely raise the gate to allow you to enter.
4. When exiting the courtyard, wait for the gate to rise completely before passing through it. **Do not proceed until all vehicles ahead of you have cleared the gate and exited on to Sumter Street. There is not sufficient space for vehicles to queue in the exit lane.**

### Handicapped Employee Drop Off

1. The Wade Hampton Courtyard will also be used as a temporary handicapped drop off location until renovations at the Court of Appeals have been completed.
2. To access the Wade Hampton Courtyard to drop off a handicapped employee, the vehicle driver should use the intercom located at the gate to contact the BPS officer on duty. Give the handicapped employee's name to the officer and explain you are there to drop him or her off, and the officer will remotely raise the gate to allow you to enter.

3. When exiting the courtyard, please follow the exit procedures found in bullet four of the previous section.

### **Need Assistance?**

1. If you have questions about access to the Wade Hampton Courtyard or require immediate assistance, please contact Bureau of Protective Services dispatch at the security desk located in the State House by calling (803) 734-2422.
2. If you have general questions about access to the Capitol Complex buildings or parking facility, please contact Parking Services by calling (803) 734-1638.
3. To report a mechanical problem with security system equipment (proxy readers, gates, etc.), please contact the DSIT Help Desk at (803) 896-0001. Operators will be available to assist you 24 hours a day, including weekends and state holidays.