

# PARKING & BUILDING ACCESS

Our office is on the 12th floor of Winston Tower, 301 N Main St. The Grove provides parking in the parking deck located at 296 N Main St., on the opposite side of 3rd St. from Winston Tower. Visitor parking is available in the deck beneath the building. It is accessible from 301 N Church St. The visitor should inform the parking deck security officer that they are visiting The Grove, and the security office will direct them where to park.

Each team member working in the office will be issued a keycard and physical key. The keycard is used to access the parking deck and Winston Tower. The physical key is used to access the office. If either of these is lost, please let your manager know as soon as possible so a new one can be issued and any access security measures can be taken.

Winston Tower's hours are 7 am to 6 pm, Mon-Fri. You must coordinate with your manager if you need to work in the office outside those hours. Outside of regular business hours, the building is accessible via the side entrances (3rd St. and 4th St.) Please let the security officer stationed in the main lobby know if you will be working outside of regular business hours.

