

## **Parking Lot Policy**

## ***Normal Public Library***

### **Policy Statement**

The Normal Public Library (hereinafter the "Library") endeavors to create a welcoming environment both inside the building and in the parking lots and Library grounds. Use of Library parking lots must conform to applicable laws, regulations, and the Rules of Conduct for Library Users Policy (hereinafter the "Rules of Conduct"). Library parking lots are intended for the use of the customers of the Library.

### **Purpose**

To establish the policy and procedures to address behavior or activities in library parking lots that violate laws, regulations, or Library Rules of Conduct and to provide for the removal of vehicles from Library parking lots when vehicles present a hazard, violate regulations, appear to be abandoned, or when individuals within vehicles in Library parking lots engage in illegal activity or violate the Library Rules of Conduct.

### **Definitions**

For purposes of this Policy, the following terms shall be defined as follows:

Library Parking Lots. Library parking lots refers to any parking lots owned or leased by the Library.

Library Patrons. Library Patrons means those people actively utilizing the Library's services, materials, and/or facilities during Operating Hours.

Operating Hours. Operating Hours means the following times, excluding holidays and days when the Library closes early:

- a. From 9:00 a.m. to 9:00 p.m. of each day from Monday through Thursday;
- b. From 9:00 a.m. to 5:00 p.m. of each day Friday and Saturday;
- c. From 1:00 p.m. to 5:00 p.m. Sunday;

Operating Hours shall include times other than those listed above when the Library is open to the public, such as for special events.

### **Policy**

Persons on Library property, including parking lots and grounds, must conform to the Library Rules of Conduct, laws, and regulations, and policies.

Library parking lots are reserved for the sole and exclusive use of Library Patrons during Operating Hours, unless prior approval is obtained from the Library Director. Vehicle parking in the Library parking lots during Operating Hours by persons other than Library Patrons is prohibited. Vehicle parking in the Library parking lots outside Operating Hours is prohibited.

Vehicles parked in the Library parking lots shall park within the demarcated parking spaces and shall not obstruct or impede the use of the parking lots or the flow of traffic therein.

Vehicles that present a hazard or safety risk, violate this or any other Library Policy, appear to be abandoned, or interfere with the normal operation of the Library will be immediately removed from Library parking lots.

Library staff and/or local law enforcement officers have the right to intervene to stop prohibited activities and behaviors within the Library parking lots and grounds.

In addition to the removal of vehicles as authorized above, failure to comply with this Policy may result in the loss of a vehicle owner or operator's Library privileges, including barring said owner or operator, temporarily or permanently, from use of the Library.

## **Removal Procedure**

The Library Director, or his/her designee, may cause any vehicle parked in violation of this Policy to be towed from the Library premises. The cost for such towing shall be the responsibility of the owner or operator of the towed vehicle.

*Approved by the Board of Trustees of Normal Public Library on May 29, 2019.*