



## **Parking & Towing Policy**

### **1. Parking Guidelines**

Use of the Geneva Public Library (“the Library”) parking lot is intended for the benefit of Library patrons, employees, volunteers, and contractors during normal hours of operation. When the Library is closed, use of the parking lot is restricted to Library-related business or as approved by the Director or their designee. Overnight and long-term parking are prohibited uses of the parking lot.

When necessary, the parking lot may be chained shut as part of the Library’s closing procedures and reopened at the start of the next business day.

### **2. Enforcement Procedures**

Unauthorized use of the Library’s parking lot may result in the offending vehicle being towed from the parking lot at the owner’s expense. The Library authorizes certain individuals or entities to tow vehicles in violation of this policy from the Library’s parking lot.

The Library provides notice of this policy by displaying signs at the entrances of the Library’s parking lot. The sign contains the name, address, and telephone number of any individual or entity authorized to tow vehicles from the Library’s parking lot. Such notice also states that unauthorized vehicles will be towed at the vehicle owner’s expense.

**Adopted by the Board of Trustees:** October 28, 2020

**Amended by the Board of Trustees:** 10/27/2021

**Reviewed by the Policy Review Committee:** 10/10/2022