



## **Parking and Towing Policy**

### **1. Purpose**

The Geneva Public Library (“the Library”) desires to be a gathering place for the community and to create a welcoming environment for Library patrons and the public. So that the Library’s patrons may take advantage of the Library’s offerings, our parking lot is available for use by library patrons and for Library related business. To ensure that the Library and its parking lot may be used by Library patrons, the Board of Trustees adopts the following policy.

### **2. Parking Guidelines**

Use of the Library’s parking lot is intended for the benefit of Library patrons during hours of operation. When the Library is closed, use of the parking lot is restricted to Library related business or as approved by the Library Director or their designee.

Overnight and long-term parking are prohibited uses of the parking lot.

The parking lot will be chained shut by staff as part of the Library’s closing procedures and reopened by staff at the start of the next business day, unless access is needed for Library related business, including but not limited to garbage pick up, plowing, and towing.

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.

### **3. Enforcement Procedures**

The Library shall authorize certain individuals or entities to tow vehicles in violation of this policy from the Library’s parking lot.

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

Adopted by the Board of Trustees: October 28, 2020