

## **Parking Policy**

*Adopted October 2002; Rev. August 2019*

The Plainfield-Guilford Township Public Library parking lot is provided for the use of library patrons and staff at no charge. The lot consists of 135 regular parking spaces. Ten handicap parking spaces are provided for the exclusive use of those who show the proper state-issued identification.

In order to assure the safety of our patrons and staff, we ask that everyone who uses the library parking lot adhere to the following practices:

1. Each vehicle may use only one marked parking space.
2. The parking lot is off limits to heavy trucks and semi trailers.
3. Vehicles may not be left in the parking lot overnight except by permission of the Library Director or their designee.
4. Special parking arrangements for a specific purpose within a limited time period may be negotiated through the Library Director.
5. Stopping, standing or parking is not permitted in the entry and book drop lane immediately in front of the library building or in any driving lane, whether the vehicle is attended or unattended.
6. Fire lanes should remain unobstructed at all times; vehicles loading or unloading should use the fire lane in the eastern most section of the parking lot and turn on hazard lights.
7. The library's parking lot cannot be used for the purpose of displaying or advertising a vehicle that is for sale.
8. Stopping, standing, and parking are permitted only in marked parking spaces.
9. Staff parking is limited to the northern half of the parking lot; special exceptions may be granted at the discretion of the Library Director.
10. The library maintains the right to reserve parking spaces for designated purposes at its discretion.
11. The library reserves the right to alter and/or limit entry to, egress from, and flow of traffic in the parking lot as needed.