



Parking Policy
ADOPTED DATE 02.22.2024
REVISED DATE
REVIEW DATE 04.23.2026
REVISION # 0.0

# LIBRARY POLICY

## Parking Policy

### PURPOSE

To clarify policy and procedure regarding the Library's parking lot.

### POLICY

The Frankfort Public Library District has a parking lot intended for use by Library staff, patrons, and vendors for parking personal vehicles or delivery vehicles while visiting the Library or making deliveries. Members of the public are welcome to use the parking lot free of cost while visiting the Library or utilizing Library resources. This includes using the wireless internet, participating in Library programming, or enjoying the Library for its intended use as an open, safe and public space during regular operating hours. Library parking lots are reserved for the sole and exclusive use of Library patrons and staff 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 visitors and staff is prohibited.

The Library's Patron Behavior Policy applies to all Library buildings and grounds, including the parking lot. Individuals utilizing the parking lots to conduct illegitimate or wrongful business or to establish residence shall be addressed or referred to the local police department. 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.

Vehicles parked in the Library parking lots must park within the demarcated parking spaces and may not obstruct or impede the use of the parking lots or the flow of traffic therein. If a complaint is received regarding a vehicle's position or condition, the Library Director or designee will address the issue and the driver will need to rectify the issue immediately. 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 the Library parking lot at the owner's expense.

#### Overnight Parking

The Library provides wireless internet to the parking lot at all times, regardless of opening hours. Members of the public are welcome to utilize the parking lot for this use and in other limited capacities outside of Library operating hours. However, the Library parking lot is not designed or intended to be used for overnight or long-term parking.

#### Vehicle Abandonment

Due to vehicle accident or malfunction or other unusual circumstances, occasionally vehicles are left in the Library parking lot until they can be repaired or towed. Drivers who need to temporarily leave their vehicle past Library operating hours are asked to provide Library staff with their contact information, vehicle description, and an estimated time of removal. Vehicles should be removed from the Library parking lot within 48 hours.

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Any vehicle left in the parking lot beyond Library operating hours without the consent of Library staff shall be considered abandoned. The Library reserves the right to have any abandoned vehicle or vehicle left in the parking lot for more than 48 hours towed at the owner's expense.

**Removal Procedure**

The Library Director or designee may have vehicle parked in violation of this Policy towed from the Library premises. The cost for such towing shall be the responsibility of the owner or operator of the towed vehicle.

**Other Considerations**

The Library cannot guarantee the safety of any personal property, including vehicles, which is left unattended by Library visitors.

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.