

## GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT PARKING LOT POLICY

The Grayslake Public Library parking lot is designed primarily to meet the operational needs of the Library. The size of the lot was determined by the Village of Grayslake as being the amount of space needed to serve the needs of the library's patrons and staff during its normal hours of operation. It is also available for use by designated organizations which have contracted for the use of the public library's meeting rooms and by other organizations. These include:

### PRIORITIES

1. Library and library-sponsored programs and meetings.
2. Library-related programs and meetings.
3. Friends of the Library programs and meetings.
4. Grayslake Library Foundation programs and meetings.
5. Programs and meetings of nonprofit, not-for-profit civic, educational, cultural or governmental organizations.

### DAYS AND HOURS OF USE

For outside groups to use the parking lot, primary consideration must be given to the needs of the Library. Use of large areas of the parking lot during normal operational hours shall be reserved for library patrons.

The library will designate areas for event parking.

If the library is not open, all the spaces except those in the staff parking lot are available for event parking.

No overnight parking is allowed without express prior approval.

### FEES

There is no fee for use of the parking lot.

### RESTRICTIONS

Use of the parking lot is limited strictly and solely to:

- 1) Library patrons
- 2) Persons / organizations who:
  - a) Have submitted to the library an Application for Use on the library's written application form; and
  - b) Have received from the library written confirmation authorizing use.

The library reserves the right to restrict the frequency of a group's event parking.

Reservations may be made only by patrons with a valid Grayslake Area Public Library District library card or by governmental agencies with proper identification.

No parking is allowed in the staff parking lot, fire lanes or drive-up bookdrop driveway.

The parking lot is to be used for parking only and is not for use as any type of public forum including rallies or meetings.

Parked cars must not interfere with pedestrian use.

Use of the parking lot must not cause time or expense on the part of the library or its staff.

Use of the parking lot for commercial purposes is prohibited.

Permission to use the parking lot does not imply endorsement by the Library District.

There shall be timely removal of all signs, etc. at the conclusion of use.

Drugs and / or alcoholic beverages are not permitted on library property.

Attendees must comply with all Library District policies and procedures.

No use of the parking lot which may disrupt or conflict with normal library operations or services may be held.

All use must comply with all Federal, State and local laws and regulations.

Failure to abide by these rules may result in the cancellation of or refusal of future reservations.

#### RESERVATIONS

Reservations will be made based on the priorities established above, then on a first-come, first-served basis.

Reservations must be made in person by filling out an application form a minimum of one week in advance.

Parking spaces will be assigned by the Library based on size and facilities requested.

The Library reserves the right to cancel any reservation upon 48 hours notice.

Organizations must give the Library 48 hours notice of cancellation. Failure to do so may result in the cancellation of or of refusal of future reservations.

#### INDEMNIFICATION

Any group using the parking lot shall indemnify and hold harmless the Grayslake Area Public Library District for any and all damages, costs or injuries which may arise out of its use of the premises.

The Library is not responsible for damage to or theft of equipment, supplies, materials or any other personal possessions owned by those using the parking lot.

Organizations who reserve the parking lot will be held responsible for damage to property and costs incurred.

A certificate of insurance naming the Grayslake Area Public Library District as additional insured may be required.

Adopted May 14 2002; Reviewed February 10, 2009