

PARKING POLICY & INSTRUCTIONS

Approved by the Library Board of Trustees, 11/9/2009

For purposes of this policy, the word “meeting” refers to any meeting, program, event, or other happening in the Bolton Public Library including its program room.

The Library provides motor vehicle parking for staff and visitors. Reasonable efforts have been made to provide convenient parking in proximity to the building; however, the Library does not guarantee the availability of parking space at any particular time.

The capacity of the library’s parking lot is 38 spaces, two of which are reserved for people with disabilities in vehicles bearing official plates or hangtags.

Parking is allowed in designated spaces only. Vehicles may not be parked on the lawn, in the fire lane, etc. Vehicles may not be double-parked. Vehicles must not block abutters’ driveways. Vehicles without official handicapped plates or tags may not be parked in the handicapped spaces for any length of time.

One parking space is allowed per vehicle. No vehicle may take up more than one space.

Parking in the library lot is limited to eight (8) hours, or the length of one staff shift.

The library parking lot is not available for long-term parking, including ridesharing and overnight.

The Library and Town are not responsible for citations or towing costs of those parked in an unauthorized space or otherwise in violation of this policy.

The Library and Town assume no responsibility for damage to vehicles or other personal belongings while they are on town property.

IN AN EMERGENCY:

In the event of an emergency, any vehicle blocking access to the building shall be removed prior to the arrival of emergency vehicles so that action can be taken without delay.

Every effort will be made to locate the owner(s) of vehicle(s) so that they can be removed without damage. Should the owner not be located, or emergency action is necessary for immediate removal, Town emergency personnel have the authority to remove such vehicles as they see fit, making every effort to prevent damage.

PARKING AND USE OF PROGRAM ROOM:

In addition to the General policy above, the following applies to Sponsors and attendees using the program room.

If a meeting is expected to draw more than 20 vehicles, the meeting Sponsor is responsible for contacting the Bolton Police Department to see if a traffic detail will be needed. If a detail is needed, the Sponsor and/or his/her organization must submit application form to the BPD and will be responsible for the cost. If a detail is needed but not arranged prior to the meeting, the Sponsor is responsible for any costs associated with traffic control, as determined by the Chief of Police.

Due to the limited number of spaces available, the meeting Sponsor shall encourage attendees to carpool.

Additional parking is available along Main St. The Town of Bolton does not allow cars to be parked with tires on the sidewalk.

The meeting sponsor will advise attendees that these spaces are private property and therefore unavailable to attendees:

- Murphy Insurance and dental office across Main St.
- The former Smith's Service station on Main St.

The Sponsor is encouraged to remind meeting attendees of this policy and to allow them time to move vehicles if necessary.

The library's parking lot must be cleared of all vehicles promptly after the meeting ends. Refer to the Program Room Policy for guidance.