

Heermance Memorial Library Parking Lot Policy

The parking lot behind the Heermance Memorial Library, with an entrance from New Street, is owned by the Library and the primary purpose of the lot is to serve the patrons of the Library. The Library Board is aware of the difficult parking situation on New Street and would like to be a good neighbor. The Library will issue a limited number of permits to the residents of New Street (one permit per household). If more than 6 households apply for a permit a lottery will be held. **At the time the permits are issued, permit holders will be notified of high volume times at the Library and will be asked not to park in the lot at that time.** Permit holders will also be notified of any special events at the library, which would mean no permit parking. Permits should be displayed in the window of any vehicle parked in the lot. A permit can only be used for one vehicle at a time. Permits will expire on June 30th of each year.

In the event of a one time need for the parking lot (birthday party, company, etc), residents of New Street may request special one day permits from the Library Director. These one day permits will be issued at the discretion of the director and special one day permits will be printed to be placed in the vehicle windows.

After completing an application form all permit holders will be required to sign a hold harmless agreement, stating that the Library is not responsible for vehicle damage and or personal injuries to the driver or occupants while the vehicle with the permit is in the lot. These forms will be kept on file in the Library. No vehicles will be allowed to park in the driveway of the parking lot. Any vehicles parked in the driveway and any vehicle parked in the lot without a permit on file will receive one warning to remove the vehicle. If the vehicle is not removed within 3 hours the vehicle will be towed, at the owner's expense.

Permit holders will need to move their cars as requested, during snowstorms, to facilitate snow removal.

This policy may be revoked at any time by the Board of Trustees of the Heermance Memorial Library.

Adopted by the Board of Trustees of the Heermance Memorial Library August 2004

Revised by the Board of Trustees of the Heermance Memorial Library August 20th 2009

Revised by the Board of Trustees of the Heermance Memorial Library June 15th 2017

**Heermance Memorial Library
1 Ely St
Coxsackie, NY 12051**