

Parking lot and Grounds Use Policy

1. Purpose

Baker County Library District (“District” or “BCLD”) provides parking areas and exterior grounds to support access to library services, programs, meetings, and District operations. This policy is intended to promote safe, equitable, accessible, and orderly use of District parking areas and grounds.

2. Scope

This policy applies to all District-owned, leased, or controlled parking lots, parking spaces, driveways, access lanes, sidewalks, landscaped areas, exterior grounds, and related outdoor areas at all BCLD locations.

All persons using District parking areas and grounds must also comply with applicable law, posted signs, staff direction, and other District policies, including any applicable patron behavior or facility-use policies.

3. Parking priorities

Parking areas are provided primarily for:

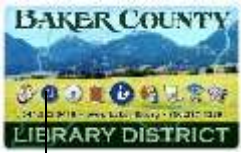
1. Library patrons using library services, collections, programs, meeting rooms, or grounds;
2. District employees, volunteers, trustees, contractors, and service providers conducting District business;
3. Persons attending District-sponsored programs, Friends of the Library programs, or approved meetings and events held at the library; and
4. Other uses approved in writing under this policy.

Parking is available on a first-come, first-served basis unless otherwise posted or reserved by the District.

4. General parking rules

To maintain safety, access, and library operations, all drivers and users must:

1. Park only in designated parking spaces unless otherwise directed by authorized staff or signage.
2. Park within marked lines and avoid occupying more than one space.



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3. Keep driveways, fire lanes, emergency access routes, sidewalks, curb ramps, building entrances, book drops, service entrances, and loading areas clear.
4. Use accessible parking spaces and access aisles only as authorized by law and posted signage.
5. Obey posted time limits, traffic directions, reserved-space signs, and temporary closures.
6. Drive at a safe speed and in a manner appropriate for pedestrian areas.
7. Not repair, wash, store, or display vehicles for sale in District parking areas without written permission.
8. Not leave vehicles unattended in a way that creates a safety, security, access, or operational concern.

5. Overnight parking and unattended vehicles

No overnight parking is allowed between **11:00 p.m. and 6:00 a.m.** unless authorized in advance by the Library Director or designee.

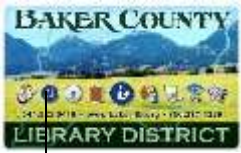
Short-term parking of up to **one hour in aggregate** may be permitted between 11:00 p.m. and 6:00 a.m. for lawful library-related, safety-related, or incidental purposes, provided the vehicle does not create a hazard, block access, or interfere with District operations.

A vehicle may be considered unauthorized if it is left after posted hours, exceeds posted time limits, appears abandoned, blocks access, creates a hazard, or is otherwise in violation of this policy or law.

6. Prohibited uses and conduct

The following are prohibited in District parking areas and grounds unless specifically authorized in writing by the Library Director or designee:

1. Using vehicles, bicycles, skateboards, scooters, roller skates, rollerblades, hoverboards, or similar wheeled devices for stunts, racing, sport, or unsafe activity rather than transportation.
2. Blocking or interfering with pedestrians, vehicles, emergency responders, entrances, exits, curb ramps, sidewalks, access aisles, driveways, or other District operations.
3. Commercial sales, solicitation, vending, advertising, or distribution of goods or services.
4. Camping, lodging, or using a vehicle or District grounds as a residence or storage site.
5. Open flames, cooking, generators, amplified sound, or temporary structures, except as authorized for an approved event.



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6. Possession, consumption, or distribution of alcoholic beverages, except as expressly authorized by the District and allowed by law.
7. Unlawful use, possession, or distribution of controlled substances.
8. Use of marijuana items in public areas of District property.
9. Smoking, vaping, or aerosolizing where prohibited by law, posted notice, or District policy.
10. Dumping, littering, hazardous-material disposal, or disposal of household, commercial, or vehicle waste.
11. Conduct that threatens safety, damages property, disrupts library operations, or violates law or District policy.

7. Special use of parking areas and grounds

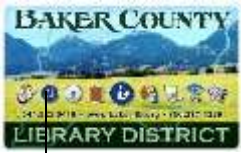
The District may, at its discretion, approve limited special use of parking areas or grounds for District purposes, library-related programs, Friends of the Library activities, civic or community events, emergency operations, construction, maintenance, elections, or other public purposes.

Special use requires prior written approval from the Library Director or designee. Board approval may be required for large events, recurring uses, closures, fee-based uses, uses involving third parties, or uses that materially affect library operations.

The District may impose reasonable conditions, including but not limited to:

1. Date, time, location, and attendance limits;
2. Safety, traffic, accessibility, and emergency-access requirements;
3. Proof of insurance or tenant-user liability coverage;
4. Indemnification or hold-harmless requirements where appropriate;
5. Cleanup, waste removal, and restoration requirements;
6. Security, traffic control, signage, or staff-cost reimbursement;
7. Compliance with applicable permits, licenses, and laws; and
8. Cancellation or modification if needed for safety, library operations, weather, emergency conditions, or public access.

Permission to use District parking areas or grounds does not constitute District endorsement of any person, organization, viewpoint, product, service, or activity.



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8. Fees and temporary restrictions

BCLD reserves the right to temporarily restrict, reserve, close, or otherwise manage parking areas for library operations, maintenance, construction, emergencies, elections, approved events, or other District purposes.

The District may charge reasonable fees or cost recovery for approved special use, subject to Board policy, applicable law, and any adopted fee schedule.

9. Towing and enforcement

Vehicles parked in violation of this policy, posted signage, or applicable law may be subject to warning, citation where available, law-enforcement action, exclusion from District property, or towing at the owner's expense.

When practical and not inconsistent with safety or law, the District may provide notice before towing. Immediate towing may be requested when a vehicle blocks emergency access, blocks entry to District premises, blocks another vehicle, creates a safety hazard, appears to be involved in unlawful activity, or otherwise requires immediate removal under applicable law.

District staff should document towing-related decisions, including the vehicle location, condition, apparent violation, date, time, photographs when feasible, notice given if any, and the staff member or official authorizing the action.

Only the Library Director or designee may authorize non-emergency towing on behalf of the District. Staff may contact law enforcement or emergency services whenever safety, access, or unlawful activity is a concern.

10. Personal property and liability

Vehicles and personal property are parked or left on District property at the owner's risk. The District is not responsible for loss, theft, or damage to vehicles or personal property, except as provided by law.

The District does not provide vehicle security, storage, or safekeeping services. Persons using District parking areas and grounds remain responsible for their own safety, property, children, dependents, animals, and vehicles.



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11. Administration

The Library Director is responsible for administering this policy and may establish procedures, signage, forms, and staff guidance consistent with this policy.

The District will apply this policy in a reasonable, content-neutral, and viewpoint-neutral manner and will make reasonable modifications when required by law to ensure access for people with disabilities.

12. Review

This policy should be reviewed at least every five years, or sooner if required by changes in law, District operations, facility conditions, insurance guidance, or Board direction.

Approved by Library Board: 10/15/2012

Last revised: 5/12/2026