

CUSTOMER POLICIES

PARKING

Board Policy:

DATE REVIEWED: 01/26/2023

DATE APPROVED: 01/26/2023

EFFECTIVE DATE: 03/01/2023

REPLACING POLICY EFFECTIVE: 12/04/2014

Columbus Metropolitan Library (CML) charges for parking in Main Library's parking garage.

Parking rates are as follows:

Public Parking Rates:

0 – 1 hour	\$0.00
1 – 2 hours	\$0.50
2 – 3 hours	\$1.00
3 – 4 hours	\$2.00
4 – 5 hours	\$3.00
5 – 6 hours	\$4.00
6 – 7 hours	\$5.00
7 – 8 hours	\$6.00
8+ hours	\$10.00

\$10.00 is the maximum charge per 24-hour period. Lost tickets will be charged the maximum daily rate.

Individuals parking on CML property are doing so at their own risk. CML is not responsible for any loss to personal vehicles or personal property left in vehicles. Individuals are advised to lock their vehicles while unattended.

CML Security should be notified of any vehicle that may need to be left on CML property due to inability to start, keys locked in the car or other issue. Failure to notify Security or unauthorized parking may result in the vehicle being towed. The vehicle's owner is responsible for all charges related to towing and vehicle retrieval.

Long Term Parking

CML may enter into agreements with other organizations or individuals to provide access to longer term parking at its locations. Rates may vary based on the length of the agreement, number of spaces and times of day the spaces are needed.

Administrative Procedure:

DATE REVIEWED: 01/26/2023

DATE APPROVED: 01/26/2023

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EFFECTIVE DATE: 03/01/2023
REPLACING POLICY EFFECTIVE: 06/01/2016

Main Library's Parking Garage

- A. Main Library's parking garage height is 6' 6". Attempting to park a vehicle taller than 6' 6" in the garage may cause damage to the vehicle and/or to the parking garage.
- B. CML administration has the authority to allow individuals to park without charge when using Main Library's parking garage. These people include, but are not limited to:
 - CML Staff
 - CML Board Members
 - Friends of the Library Board Members
 - Columbus Metropolitan Library Foundation Board Members
 - Persons invited to CML Committee and Board Meetings
 - Persons invited to the Friends of the Library Meetings
 - Candidates invited to interview for staff positions
 - Persons invited to special meetings by Trustees, Executive Staff and Main Library Administration
 - CML Volunteers working in the building
 - Contractors performing services for CML over a designated period of time
- C. Persons designated to park without charge should have their parking ticket validated by CML staff.
- D. CML administration has the authority to waive parking fees (i.e. allow free parking) due to specific programs and events to encourage attendance and prevent traffic issues.
- E. In the event of an emergency or exigent situation, CML staff are authorized to remedy the situation by waiving applicable parking charges.

Related Policies/Forms:

- Fees for Library Materials and Services
- Holiday-Related Library Closings
- Hours of Operation