



AFTER HOURS USE – COMMUNITY GROUP

Meeting Date(s): _____

Name of Group: _____

You have requested that your group meet past library closing time (no later than 10 p.m.) on the above date(s).

Masks are required at all times for meeting attendees, even while the library is closed to the public.

At library closing time, library staff will lock the main doors and lower our security gate. The automatic door opener will not function when doors are locked, so please be prepared to aid as needed. If someone needs to exit and re-enter the building, someone will need to open the door for them. Groups are not allowed to prop the library door open at any time.

Heating/air conditioning is on a timer. To override the timer in the Meeting Room, press on the center of the right switch on the controls near the door. You can then change the temperature and increase or decrease the fan speed. In the Conference Room, press the middle of the white box near the door.

Your group is responsible for the following actions before you leave:

Turn off and/or disconnect any equipment that was used, such as projectors, coffee pots, or microphones (on/off switch is on a panel in the Meeting Room kitchen). Close refrigerator door.

Check the Meeting Room, Conference Room, kitchen, and both bathrooms to make sure the building is empty.

Turn off lights in the Meeting Room, kitchen, and Conference Room. Hallway and bathroom lights will turn off automatically.

Be sure the outside door is closed and locked securely behind you when you leave.

Report any emergencies or urgent issues to the Northborough Police: (508) 393-1515. For non-emergency problems, please leave a note under the check-out desk window and call the library the next business day.

Failure to comply with these procedures may result in denial of future bookings or after hours use.

Please sign below to agree to the above procedures. Thank you!

Contact Person

Date signed