



# Northborough Free Library

34 Main Street, Northborough, MA 01532

Phone: 508-393-5025, Fax: 508-393-5027

[www.NorthboroughLibrary.org](http://www.NorthboroughLibrary.org)

Hours: Mon 12:00 – 8:30, Tue – Wed 9:30 – 8:30, Thu – Sat 9:30 – 5:00

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## AFTER HOURS USE – COMMUNITY GROUP

Meeting Date(s): \_\_\_\_\_

Name of Group: \_\_\_\_\_

Dear:

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

At library closing time, library staff will lock the main doors and lower our security gate. The automatic door opener (for handicapped use) will not function when door is locked. So you will need to provide help for anyone needing assistance. Likewise, someone will have to open the door for latecomers, or for anyone who needs to go out and come back in.

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 smaller conference room, press the middle of the white box near the door.

When you leave, please take care of the following (use this as your checklist):

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

Be sure everyone has left the building. Check:

Meeting Room • Kitchen • Conference Room • Bathrooms

Turn off lights in meeting room, kitchen, conference room. You will not be able to turn off the hallway lights; a timer will turn them off. The bathroom lights work by motion detection; they will turn off automatically after a time.

Be sure the outside door locks securely behind you when you leave.

Report any serious problems to Northborough Police: 508-393-1515. They have library contact numbers. For problems that are not serious, leave a note in the inside return box to the right of the security gate, under the check-out desk window, *and* call the library the next business day.

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

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Contact Person

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Date signed