



Auburn Public Library
369 Southbridge Street | Auburn, Massachusetts 01501
(508) 832-7790 | Fax: (508) 832-7792
<http://www.auburnlibrary.org>

History Room Terms & Conditions

When not in use for library programs or activities, the History Room may be reserved by patrons for private use.

Reservations may be made in person, over the phone, or on the library's website

Reservation Guidelines

- One reservation per patron is allowed at a time.
- Reservations may be made for up to **3 hours**. The room must be vacated promptly at the end of the reservation time.
- Reservations will be held for **15 minutes** past the scheduled start time. Failure to arrive within this time without notifying library staff may result in the reservation being canceled, the room being released to other patrons, and may affect future booking privileges.
- Reservations may be scheduled up to **7 days** in advance.
- Walk-in reservations are permitted if the room is available at the time of request.

Use Requirements

- Patrons must be 16 years of age or older to reserve the room.
- All users must follow the library's Appropriate Library Use Policy.
- Library staff reserve the right to monitor or review room reservations and use to ensure compliance with library policies.