

Children's Program Room

The purpose of this policy is to outline how, when, and by whom the Children's Program Room may be used.

Use of the Children's Program Room does not constitute or imply endorsement of the users' policies, beliefs, or programs by the library staff or Board of Trustees.

The Children's Program Room is designated specifically for use by children's groups and for children's programs. It is furnished with child-sized furniture and designed to accommodate the needs of young children. For safety, comfort, and appropriateness, use of this room is limited to activities and groups that primarily serve children under conditions set by the Board of Library Trustees. The room is available for educational, civic, and cultural activities such as group discussions, exhibits, lectures, and civic meetings. The Meeting Room and Conference Room are available for use by Northborough-affiliated non-profit groups and civic organizations under conditions set by the Board of Library Trustees. Meeting attendees or children's groups may not leave children under 10 years of age unattended in any part of the library. Use of rooms may not disrupt regular library business.

RESERVATIONS AND USE

- Rooms are available for use by community groups directly serving Northborough residents.
- Reservation must be made by a Northborough resident or Northborough town employee who will serve as the primary contact for the booking. The contact person must be at least 18 years of age, must attend the meeting, and must include their name, address, and phone number with the reservation.
- Groups must start and end programs during regular library hours.
- A group may have up to three room reservations on the calendar at a time.

CANCELLATIONS

- Cancellations should be made as soon as possible.
- The group is responsible for notifying attendees of the cancellation.
- Missing two reservations without notifying library staff will result in loss of meeting use privileges for a period of three months. Any meetings scheduled during that time will be canceled. Future no-shows for the same group will result in loss of booking privileges for up to one year.
- The library reserves the right to cancel a reservation, but every effort will be made to give adequate advance notice.

CHARGES

- There is no charge for the use of the rooms.
- Any fees for damages or cleaning will be charged to the primary contact listed on the booking form.
- Additional charges will be assessed for any extraordinary cleaning or repairs.
- No admissions fees may be charged, or collections, sales or solicitations made,

with exception for Friends of the Northborough Library fundraising events.

FACILITIES AND EQUIPMENT

- The room is furnished with child-sized tables and chairs.
- Groups may set up the room (i.e. arranging chairs, tables, etc.) in the way which it prefers.
- Groups are also responsible for leaving the room in a neat and orderly condition, with furniture returned to its original location.
- Groups may not move furniture located outside of the room into the room for use.
- No tape, tacks, or other fasteners may be used on any walls, doors, windows or woodwork in the room.
- The group is responsible for providing pens, markers, paper, or any other supplies that are needed.

The Trustees reserve the right to deny the use of any meeting space to any group that does not comply with the regulations.

Last Update: August 2025

Approved by the Board of Library Trustees on June 10, 2025