



Town Hall Key: Event Receipt

Boxborough Select Board

Town of Boxborough, MA

I hereby acknowledge receipt of **Key#:** _____.

I agree to return the key to the Town the next business day following the event for which the key was issued. In the event that said key is lost or not returned, I agree pay to the Town of Boxborough a fee of \$10.00 and any additional cost resulting from the loss or non-return of the key.

Rooms are to be used in accordance with the Boxborough Town Hall Use Policy. Before leaving the building, the requesting party is responsible for making sure:

- All windows are locked and closed
- All water faucets are turned off
- All lights are turned off including those in bathrooms
- All doors are closed and locked
- All areas, furniture, and equipment used are returned to the condition found on entry
- Excess trash is removed unless the group has elected to pay for janitorial services.

Name of Requesting Party: _____

Address: _____

Telephone Number: _____

Email Address: _____

Position/Board Name: _____

Key Number: _____

Signature of Key Holder: _____

Date: _____

Authorizing Signature: _____