

If you have the key, you should arrive no later than 9:30 to open up.

*Please see the key clipboard, or a Friend in the meeting, to receive specific instructions regarding the setting/disarming of the school alarm.*

### **Next Steps:**

1. Proceed to the **sign-in book** at the front desk and register Fresh Pond Meeting, with the time you arrive.
2. **Open the cabinet** (the key is on the ring) and take the clipboards to the door near the Meeting Room so it will be available for Friends to see who has the various responsibilities for the day, and for the person who has care of Meeting.
3. Prop open the door by the Meeting Room, and **open the gate to the courtyard**.
4. Hang the banner on the gate barrier to the courtyard
5. Attach the key to the clipboard, or pass it on to the Friend who has signed up for the key for the next week.

**After Meeting:** If you have taken the key for next the next Sunday, you have the following responsibilities (and others usually will help):

1. Be sure the Meeting room is back in order: chairs put away, windows & doors closed, shades lowered
2. Put the Clipboard back in the cabinet and lock the cabinet
3. Be sure the Gym is neat and free of our toys.
4. Check the sign-in book at the front desk and sign out FPM out, with the time you are leaving.
5. If someone else is signed into the building, you do not need to set the alarm.
6. If no one else is signed into the building, then set the alarm: (Again, see clipboard/experienced Friend for directions regarding the alarm)

If others are still around when you want to leave, you may pass on any of these responsibilities, but you should make it clear to one or more people what you need them to do.

**In case of emergency involving the school building, call 617-285-5155**

**Alarm issues: American Alarm, 781-859-2700**