



Monmouth
County
Historical
Association

70 Court Street • Freehold NJ 07728 • (732) 462-1466 • www.monmouthhistory.org

Opening and Closing Taylor-Butler House

To open Taylor-Butler House:

- Remove the key from the lockbox.
- Unlock the back hall door and close door behind you.
- At the panel in the hall by the door, turn off alarm by typing in your security code and then pressing “ENT”.
- Open the front door.
- Check guest register. Date the register.
- Hang “Open Today” sign outside.

When site is open:

- When visitors arrive, welcome them through the front door. Have visitors sign register and pay any necessary admission. If visitors are a scheduled group (such as a school group), be sure to give them a receipt for admission fees.
- ALWAYS stay with people who are in the house museum.
- Do not allow visitors to touch or sit on museum objects.
- Be sure to note the number of visitors in the categories on guest register sheets (Adult, Member, et al.)
- Encourage non-member visitors to visit other Monmouth County Historical Association sites. Give them the Association brochure and the map with directions, and any current program, exhibit flyers and brochures.

To close Taylor-Butler House:

- Remove the “Open Today” sign from outside.
- Close the front door.
- Close door in the back hall leading outside.
- Set alarm system by pressing “COMMAND” and then “1”. The alarm will start to beep.
- Exit through the back door and lock the door.
- Replace the key in the lockbox.