

GUIDELINES FOR USE OF COA ROOM

The main purpose of the COA room is for the enrichment and fulfillment of the Town of Blandford Senior population. The following guidelines for other uses of this room are as follows:

- 1) The room may be used for other **town** functions as long as it is a **COA co-sponsored event** and will include the seniors of Blandford.
- 2) The COA must be given a request for use of the room **prior to the next regularly scheduled COA board meeting**, and it must be approved by the COA board.
- 3) The room can be used with the understanding that it will be left in the condition it was found.
- 4) No COA supplies or equipment are to be used, as this comes directly from the COA Town and State budget.
- 5) A member of the COA Board shall open the room prior to its use and will close and lock the room after the event.
- 6) Those using the room will sign in on the COA Activity Attendance Record Form.
- 7) Keys will not be given out to non-board members.