

Request for use of Blandford COA Room

The _____ requests use of the COA room for holding _____ (name of event), which will be co-sponsored by the COA on _____ (date) beginning at _____ (time) and ending at _____ (time) at the Council on Aging room in the Town Hall. All trash will be removed by _____ (group co-sponsoring with the COA), and all tables and chairs will be left where they were found. The room will be left in the condition that it was found. Liability for any damages to COA equipment or the rooms' physical condition occurring during the event are the sole responsibility of the organization requesting use of the room.

Signed: _____
Chair of the COA

Date: _____

Signed: _____
Sponsoring chair

Date: _____

Copy # _____