



## Waltham Boys & Girls Club Facility Use Request Form

Name of Requestor and or Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: (    ) \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Sport or Event: \_\_\_\_\_

Club Area (s) Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Start Time & End Time Requested (includes set-up/clean-up):  
\_\_\_\_\_

Additional requests:

How many people will attend:

Will food be served?

Please include any specific details regarding your event:

**Please submit completed form via email:** Nick Cacciolfi, Director of Operations  
[ncacciolfi@walthambgc.org](mailto:ncacciolfi@walthambgc.org)

**Or:** Mail/drop off to 20 Exchange Street, Waltham, MA 02451