



## 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 Event: \_\_\_\_\_

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

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

Start Time & End Time Requested (**includes set up/clean up**):

\_\_\_\_\_

Additional requests or needs:

How many people will attend?

Will food be served?

Please include any specific details regarding your event:

Please email: [info@walthambgc.org](mailto:info@walthambgc.org)

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