**Winchester Room Request Form**

Please read the ***Winchester Room Use Policy*** for complete information about the policies and general rules of use of the Winchester Room (the “Room”).

Please provide the following information and submit as follows:

Inquiries and/or Request Forms should be e-mailed to [Community@winchestersavings.com](mailto:Community@winchestersavings.com) or mailed/delivered to the Director of Marketing at Winchester Savings Bank, 661 Main Street, Winchester, MA 01890; (781) 729-2130.

***All fields are required.***

Click here to enter text.

Name of Organization (“User”)

Click here to enter text.

Authorized Representative of User (please print clearly)\*

Click here to enter text.

Address of User

Click here to enter text. Click here to enter text.

Contact Number of User E-mail Address

Click here to enter text. Click here to enter text.

Date of Meeting Start/End Times of Meeting

Click here to enter text.

Expected Attendance

Click here to enter text.

Purpose of Meeting

Click here to enter text.

How did you hear about the Winchester Room?

\*The above-listed person will be the primary contact prior to, during and after the event.