

Request for Jenks Center Rental

Name of Renting Organization:

Is this a Winchester-based non-profit organization (*circle one*)? Y / N

Person to be contacted regarding rental:

Name:

Phone number:

Email:

Date and Time Requested:

Room Requested (*circle one*): Cummings / Jenks

Expected number of attendees:

=====

DIRECTIONS FOR SUBMITTING RENTAL REQUESTS

Please print and submit this form to the Jenks Center. In addition to dropping it off at the Center, you can:

❖ Scan the completed form and attach it to:
wsa.jenks@verizon.net.

❖ Send it by post to:
Jenks Center
109 Skillings Road
Winchester, MA 01890

Attn: Room Rentals

You will be contacted to finalize the rental.