

***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:**

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***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](mailto: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.