



City of Winooski
Vermont's Opportunity City

27 West Allen Street
Winooski Vermont 05404
802 655 6410
winooski.vt.gov

Building Use Reservation Form
Winooski Memorial Library

Contact Information

Name of Person Making Reservation _____

Name of Person Responsible for Event _____

Contact Phone Number _____ Contact Email _____

Contact Address _____

City _____ State _____ Zip _____

Name of Organization (if applicable) _____

Organization Address _____

Event Details

Date of Event _____ Start Time _____ End Time _____

Expected No. of Participants _____

Event Description

Please note: Space is made available on a first come, first served basis. Filling out this form does not guarantee space. A signed copy of the Building Use Policy needs to be on file to reserve space.

For Library use Only

Reservation Made By _____

Deposit Received _____ Deposit Returned _____

Key Issue Date/Time _____ Key Returned Date _____