

**CITY OF WALTHAM  
BUILDING DEPARTMENT  
119 SCHOOL STREET  
WALTHAM, MA 02451  
781-314-3275**

**Application – Use of the Auditorium & Public Meeting Room**

**DATE OF EVENT:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**PURPOSE & NUMBER OF PERSONS ATTENDING EVENT:** \_\_\_\_\_

\_\_\_\_\_

**\*SECURITY:** \_\_\_\_\_

\_\_\_\_\_

**Signature of Person Responsible** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
**Patrick Powell, Acting Supt. of Buildings**

\_\_\_\_\_  
**Thomas M. Lacroix, Chief of Police**

\_\_\_\_\_  
**Cliff Richardson, Deputy Chief of Fire Dept.**

**\*\*Security – Weekend Events – Applicants must arrange and pay for a custodian on the weekend.\*\***

**Note - No fees may be charged for attending these events.**