

**Armenian Library & Museum of America**

65 Main Street Watertown, MA 02472  
Phone- 617-926-ALMA (2562) Fax- 617-926-0175  
Website: www.almainc.org E-mail: [info@almainc.org](mailto:info@almainc.org)

**REQUEST FORM FOR RENTAL SPACE**

*This form must be completed and mailed to the attention of Caroline Ly, Administrative and Programs Manager, at the above address before any agreement for space rental can be made.*

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone/ Fax \_\_\_\_\_

Email \_\_\_\_\_

Contact Person \_\_\_\_\_

Date Requested for Meeting/ Function \_\_\_\_\_

Time Requested for Meeting/ Function \_\_\_\_\_

Purpose of Meeting/Function \_\_\_\_\_

Number of People Expected \_\_\_\_\_

Set-Up Requirements (i.e. tables, chairs, A/V system, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will Refreshments be served? \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
Signature Date

\_\_\_\_\_/\_\_\_\_\_  
ALMA STAFF APPROVAL