

**Washington Guild Hall  
Class / Event Application for Members**

**Date Requested** \_\_\_\_\_

**Responsible Member or Person** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Please explain the nature of the class, activity or event for which the space is being requested:**

---

---

---

---

**Is the event for a public class, private class or community-based event?**

---

**How will the event be publicized in the community?**

---

*Applications must be received at minimum **1 month before the event**, and submitted to the Board by the second Wednesday of each month.*

*If the event is requested for a class that is not open to the general public then the instructor/member must pay the guild a 15% commission of profits from the private class or event.*

*We are not going to rent our space for events but if members are interested in having a private art event like a themed birthday or special class entirely for profit the 15% is expected.*