

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

Date Requested _____

Responsible Member or Person _____

Phone: _____

e-mail: _____

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 should be submitted to the Board for approval by the **second Wednesday of the Month**. To allow time for event planning and promotion, board approval is required at least **three weeks** prior to the event.*

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.