



Slater International Center  
**Wellesley College**

106 Central Street  
Wellesley, Massachusetts 02481-8254

Office Telephone: 781-283-2082  
Fax: 781-283-3615

**Event Reservation Request Form**

Name of Event or Function: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Organization or individual sponsoring event: \_\_\_\_\_

Number of people expected: \_\_\_\_\_ Open to the public (yes/no): \_\_\_\_\_

Person making reservation **and** responsible for clean up: \_\_\_\_\_

Address: \_\_\_\_\_

Home or cell phone #: \_\_\_\_\_ Work phone #: \_\_\_\_\_

The person making the reservation must sign below, agree to be present at the event, to ensure that college policies and house rules are being followed, and that the facility is cleaned and left in good condition. This person is responsible for any damages to the facility during the activity/event.

**I have read the guidelines and policies for using Slater. I understand that if I fail to comply with any of the rules, my organization or group may not be allowed to utilize Slater in the future and/or my deposit will not be refunded (if applicable). If cleanup is required, a custodial fee of \$35 per hour will be charged.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full FOAPAL # (*internal groups only*): \_\_\_\_\_

Please return this form to:

Averie Sesskin, Assistant to the Director, Slater International Center  
[asesskin@wellesley.edu](mailto:asesskin@wellesley.edu), Phone: (781) 283-2082, Fax: (781) 283-2082

If a rental fee applies to your reservation, it must be mailed to Averie Sesskin at least 2 weeks prior to the event. If a refundable deposit applies to your reservation, please send a separate check for this fee; it will be returned or destroyed after the event if Slater is left in good condition.