



# Village of Washingtonville

9 Fairlawn Drive, Washingtonville, NY 10992 • 845.496.3221

## FACILITY USE REQUEST FORM

All requests for Facility Use must be submitted not less than 4 weeks prior to the event. You will be notified of the approval or denial of your request via email and/or phone. If you have questions, please call 845.496.3221.

Group/Organization: \_\_\_\_\_

Type of Activity/Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Select Park/Location Requested for Event:

- L. Vern Allen Park     Memorial Park     Woodfield Park     Municipal Lot  
@29 W. Main St.

Date(s) Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

**\*\*INCLUDE TIME  
NEEDED TO SET UP\*\*** \_\_\_\_\_

\_\_\_\_\_

Please attach a copy of your Certificate of Liability Insurance with the Certificate Holder listed as follows:

Village of Washingtonville  
9 Fairlawn Drive  
Washingtonville, NY 10992

Documents can be mailed/hand delivered to the above address or emailed to Village Clerk Christine Shenkman at [Christine@washingtonville-ny.gov](mailto:Christine@washingtonville-ny.gov)