



VILLAGE OF WASHINGTONVILLE

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 ☐ Municipal Lot (29 W. Main St.)
☐ Woodfield Park ☐ Village Hall

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**

OFFICE USE ONLY

Date Received: _____ Received By: _____

Certificate of Liability Insurance Included: Yes _____

Copy of Form Returned to Applicant: Yes _____ Returned Application to Village Clerk: Yes _____

Revised Date: August 5, 2024