

FACILITY REQUEST APPLICATION

Date: _____

Organization _____

Address _____

Email _____

Phone # _____

Date(s): _____

(If the meeting or program occurs over several weeks, list each date separately)

Start time: _____ End time: _____

Purpose of meeting/program: _____

Location of the meeting (Please circle)

Borough Hall: Council Chambers Executive Council Chambers Conference Room #1
Conference Room #2

Senior Citizen & Community Center: Atrium Conference Kitchen
(\$200 deposit is required to use the kitchen)

Train Station: Meeting Room

Directions

Please submit this completed application and the Hold Harmless Agreement and the Certificate of Liability at one-time to the reception area at Borough of Montvale, 12 Mercedes Drive, 2nd floor, Montvale, or by email to info@montvaleboro.org. A Hold Harmless Agreement and a Certificate of Liability must be on file at Borough Hall to utilize all municipal meeting locations.

Important Reminder

Train Station and the Senior & Community Center require keys to access the buildings; it is the responsibility of the individual to get the key at Borough Hall from Monday to Friday during the hours of 8:30am to 4:30pm. Please take note of the borough holiday schedule on the website.