

BOROUGH OF MONTVALE  
FACILITY REQUEST APPLICATION  
201-391-5700

Date: \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone # \_\_\_\_\_  
Date(s): \_\_\_\_\_

(If the meeting/ program occurs over several weeks, please list each individual date)

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Purpose of meeting/program: \_\_\_\_\_

Location of the meeting (Please circle)

Borough Hall located at 12 DePiero Drive

Council Chambers, Executive Council Chambers, Conference Room #1, Conference Room #2

Senior Citizen & Community Center located at 1 Memorial Drive

Atrium                      Conference                      Kitchen

***(A \$200 check, made payable to the Borough of Montvale will serve as a deposit to utilize the kitchen)***

Octagon House located at 13 West Grand Avenue: Meeting Room

Train Station located at Kinderkamack Road: Meeting Room

Directions

Please submit this completed application the Hold Harmless Agreement and the Certificate of Liability at same time to the reception area at Borough of Montvale, 12 DePiero Drive, 2<sup>nd</sup> floor, Montvale, or by email to [info@montvaleboro.org](mailto:info@montvaleboro.org).

**Important Reminder** Keys are required for the Train Station and Octagon House. The Senior & Community Center require a FOB to access the individual buildings; it is the responsibility of the individual to obtain the key/FOB at Borough Hall from Monday to Friday during the hours of 8:30am to 4:30pm. Please take note of the borough holiday schedule or emergency closings on the borough website.