



**VILLAGE OF RIDGEFIELD PARK  
DEPARTMENT OF PUBLIC WORKS  
24 INDUSTRIAL AVENUE  
RIDGEFIELD PARK, NJ 07660**



**RICHARD FLYNN, SUPT./DAVID HENDERSON, ASST. SUPT.  
201-440-4860/FAX: 201-440-4942  
Email: [DPW@RidgefieldPark.org](mailto:DPW@RidgefieldPark.org)  
CIVIC CENTER REQUEST FORM**

Organization:

Person in Charge:

Address of Person in Charge:

Telephone:

Email:

Room Requested:      The Loft      Nutrition Center      Lower Level

Number in Attendance:

Dates Requested:

Date	Time-start/end	Date	Time-start/end

DPW Set-Up Assistance Required: ☐

Event Form Submitted: ☐

**A custodian is scheduled for your request.  
24 HOUR notice is required for ALL CANCELLATIONS.**

NO ALCOHOL is permitted!

**If the door is locked-call the RPPD @ 201-641-6400**

---

**Call 201-440-4860 or email: [DPW@RidgefieldPark.org](mailto:DPW@RidgefieldPark.org)**

Office Use Only:

Request Approved \_\_\_\_\_ Date: \_\_\_\_\_

Alternates Approved \_\_\_\_\_ Date: \_\_\_\_\_