

# VILLAGE OF ROCKVILLE CENTRE

P.O. BOX 950

ROCKVILLE CENTRE, N.Y. 11571-0950



Date: \_\_\_\_\_

TO: Lois Tinghitella 516-678-9225 Fax  
Administration 516-678-9264 Phone

FROM: \_\_\_ Request for use of Railroad Marquee  
\_\_\_ Request for use of Village Channel 18

Wording to appear on Railroad Marquee or Village Cable Channel 18

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Name of Event: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

For Info. Call \_\_\_\_\_

Name of Organization \_\_\_\_\_

Requested by \_\_\_\_\_

Address \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Kathleen MacDonald Murray  
Village Administrator

Revised 11/22/16  
FOR OFFICE USE ONLY

Date: \_\_\_\_\_

cc: MIS Dept.