



# AURORA FIRE DEPARTMENT

## EVENT PARTICIPATION REQUEST

To request a fire vehicle and/or fire department representative for your event or to schedule a fire station tour, please complete and submit this form at least two (2) weeks prior to the event. Please note: Participation at community events is coordinated around firefighter's training schedule. Firefighters will be on-duty; therefore, they may be late and/or may leave during the event to respond to an emergency.

### Requested By:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Group Name \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

Contact Person: Will this Person be at the Event? YES NO

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

### Event Information

Block Party \_\_\_\_\_ City Issued Permit # \_\_\_\_\_

Community Event \_\_\_\_\_ School Visit \_\_\_\_\_ Station Tour \_\_\_\_\_ Program \_\_\_\_\_ Other \_\_\_\_\_

Event Address \_\_\_\_\_

Specific Room/Location \_\_\_\_\_

*Equipment MUST be positioned to easily respond to emergencies. Do no block equipment, entrances, or exits*

Requested Date \_\_\_\_\_ Alternate Date \_\_\_\_\_

Time-frame from \_\_\_\_\_ to \_\_\_\_\_ Alternate Time-frame from \_\_\_\_\_ to \_\_\_\_\_

*For Equipment requests, choose a time between 8:00am-11:00am or 1:00pm-4:00pm*

Estimated # of Children \_\_\_\_\_ Estimated Age Range \_\_\_\_\_ Estimated # of Adults \_\_\_\_\_

If applicable, what information would you like to have presented?

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### Office Use Only

Received By \_\_\_\_\_ Date Received \_\_\_\_\_ Reviewed By \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Assigned to Company # \_\_\_\_\_

Date Entered in Company Calendar \_\_\_\_\_ Notification to Batt Chief by \_\_\_\_\_ Date \_\_\_\_\_

Notification provided to Requester by \_\_\_\_\_ Date \_\_\_\_\_



# AURORA FIRE DEPARTMENT

## EVENT PARTICIPATION POLICY

The Aurora Fire Department may, at the request of our citizens, attend City of Aurora approved "Block Parties" (*Permit # must be provided*). Our attendance is for the sole purpose of promoting public education through a fire safety discourse and dissemination of fire safety information. Attendance at community events is subject to approval by the Fire Department's Fire Prevention Bureau after a thorough review of previously scheduled appointments that have been approved. *Approval is NOT guaranteed.*

Requesters must understand these firefighters/paramedics and their equipment are working companies and, as such, may have to leave an event. The performance of their regular duties may lead to a late arrival or may prevent their attendance altogether.

The Department will NOT participate in events such as birthday parties, weddings, holiday celebrations, political or other types of private events.

The Department will NOT attend such events held at business locations such as retail stores. It is felt that such business would be using our presence as an advertisement tool to bring interest and customers to the store and therefore, this would present a conflict of interest.

Our participation at events may occur between the following hours:  
From 8:00am-11:00am and 1:00pm-4:00pm

Tours of Fire Stations may be scheduled daily between the following hours:  
8:00am-11:00am and 6:00pm-8:00pm

Events outside these specified time slots will NOT be approved.

Event location must be within the Aurora City Limits.