North Lyon Fire
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Fernley, Nevada 89408
District Office (775) 575-3310 District Fax (775) 575-3314
www.northlyonfire.com
Brian Bunn, Fire Chief

Directors
Paul Murphy
Debbie Skinner
Alyssa Roemer
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Public Education & Community Event Request Form

North Lyon Fire welcomes opportunities to connect with our community through fire station tours, educational presentations, and community events. Please complete this form to request a visit or appearance.

Submitting this form does not confirm your event. A North Lyon Fire representative will contact you to discuss your request and confirm availability.

REQUESTOR INFORMATION

School, Group, or Organization:

Contact Name:

Contact Title or Role:

Phone Number:

Email Address:

Requesting as:

- ☐ School
- ☐ Youth Group
- ☐ Community Organization
- ☐ Individual/Resident
- ☐ Other:

TYPE OF REQUEST

Select all that apply

- ☐ **Fire Station Tour** – Visit one of our fire stations, meet your firefighters, and learn about fire apparatus, equipment, and daily operations.

☐ **Fire Engine Appearance** – Request a fire engine and crew to attend your school, community, gathering, or event.

☐ **Fire Safety Presentation** – Request an educational presentation tailored to your audience.

☐ **Community Event or Educational Booth** – Request North Lyon Fire participation at a community event.

☐ **Other** – please specify:

EVENT AND SCHEDULING INFORMATION

Event Name:

Preferred Date:

Requested Start Time: End Time:

Requested Length of North Lyon Fire Visit: Minutes/Hours

Alternate Date(s) and Time(s):

Are your dates or times flexible? ☐ Yes ☐ No

Event Location/Facility Name:

Street Address:

City: State: Zip Code:

For station tours, preferred fire station, if known:

Event Setting: ☐ Indoors ☐ Outdoors ☐ Both

Brief description of the event:

AUDIENCE AND EDUCATIONAL NEEDS

Estimated Total Attendance:

Number of Children/Youth: Number of Adults:

Age Range or Grade Levels:

Requested Topics:

- ☐ Calling 911
- ☐ Smoke Alarms and Home Escape Planning
- ☐ Stop, Drop, and Roll
- ☐ Meeting a Firefighter in Protective Equipment
- ☐ Fire Apparatus and Equipment
- ☐ General Fire Prevention and Safety
- ☐ Other:

Accessibility Accommodations, Functional Needs, or Other Arrangements:

EVENT LOGISTICS

On-Site Contact Name:

On-Site Contact Cell Phone:

Parking, Apparatus Access, Setup Instructions, or Other Important Details:
(if you have an event map, please include that with your packet)

For outdoor events, describe and weather contingency or alternate location:

SCHEDULING AND PARTICIPATION ACKNOWLEDGMENT

Please submit requests as early as possible, preferably 14 days in advance, to allow time for coordination. Availability of personnel and fire apparatus varies.

Emergency response and operational readiness take priority. Scheduled visits may be delayed, shortened, rescheduled, or canceled because of emergency calls, staffing, weather, or other operational needs.

Schools, groups, and event organizers are responsible for providing appropriate adult supervision. Participants must follow fire department personnel's safety instructions during all activities.

> **I understand that this is a request and that the event is not scheduled until North Lyon Fire confirms it. I have reviewed the information above and will communicate applicable expectations to participants.**

Requestor Signature:

Date Submitted:

NORTH LYON FIRE USE ONLY

Date Received: **Assigned To:**

Status: ◯ Pending ◯ Confirmed ◯ Unable to Accommodate ◯ Rescheduled

Confirmed Date/Time:

Assigned Personnel/Apparatus:

Confirmation Provided By/Date:

Notes: