



# Aurora Fire Department

Fire Prevention Bureau • 5 E. Downer Place, Suite G • Aurora, IL 60505-3305 • (630) 256-4130  
FAX (630) 256-4139

Javan Cross  
Fire Marshal

March 15, 2017

## Aurora Fire Department Event Participation Policy

The Aurora Fire Department may, at the request of our citizens, attend legitimate City of Aurora approved "Block Parties". 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 after a thorough review of previously scheduled appointments has been performed. Approval is **NOT** guaranteed.

Requestors must understand that these Firefighters/Paramedics and their apparatus are working companies and, as such, may have to promptly leave the event. The performance of their regular duties may lead to a late arrival or may prevent their attendance altogether.

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

The Fire Department will **NOT** attend such events at places of business such as retail stores. It is felt that such businesses 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 from 8:00 am-11:00 am and 1:00 pm-4:00 pm.

Tours of our fire stations may be scheduled on a daily basis from 8:00-11:00 am, 1:00 pm-4:00 pm, and 6:00 pm-8:00 pm.

No events outside of these specified time slots will be approved.

# REQUEST FOR FIRE DEPARTMENT PARTICIPATION

Contact Person\*: \_\_\_\_\_

Organization\*: \_\_\_\_\_

Phone number(s)\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

Program/Event Location\*: \_\_\_\_\_

Date(s) desired in order of preference\*: \_\_\_\_\_

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

Participation details\*: \_\_\_\_\_

**\*denotes required field**

Please fill out if applicable:

Group size: \_\_\_\_\_

Age Range: \_\_\_\_\_

Block Party #: \_\_\_\_\_

NOTE: THE AURORA FIRE DEPARTMENT UTILIZES PERSONNEL AND VEHICLES FOR THESE REQUESTS THAT HAVE THE PRIMARY RESPONSIBILITY OF EMERGENCY RESPONSE FOR THEIR DISTRICT. THE DEPARTMENT CANNOT GUARANTEE THAT THESE UNITS WILL BE AVAILABLE FOR YOUR EVENT DUE TO EMERGENCY RESPONSE REQUIREMENTS:

RETURN COMPLETED FORM TO:

Aurora Fire Prevention Bureau

5 E Downer Pl #G, Aurora, IL 60505

FAX: (630) 256-4139

Email: [fpb@aurora-il.org](mailto:fpb@aurora-il.org)

Please allow two weeks prior to event/request for proper scheduling,

FIRE DEPARTMENT USE ONLY	INITIAL	DATE
Received by _____	_____	_____
Reviewed by _____	_____	_____
Approved _____		
Denied _____		
Assigned to Company # _____	_____	_____
Date Entered on Company Calendar _____	_____	_____
Copy to Battalion Chief # _____	_____	_____
Requestor Notified _____	_____	_____