

City of Aurora



Aurora Fire Department | Fire Prevention Bureau | Javan Cross, Fire Marshal
77 S. Broadway, Ste. 270 | Aurora, IL 60505-3305
Office: (630) 256-4130 | Fax: (630) 256-4139 | Email: fpb@aurora.il.us

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 the 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 Number: _____ Cell Number: _____

Email: _____

Contact Person: Will this Person be at Event? Yes _____ No _____

First Name: _____ Last Name: _____

Phone Number: _____ Cell Number: _____

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 not block equipment, entrances, or exits)

Requested Date: _____ Alternate Date: _____

Timeframe from: _____ to _____ Alternate Timeframe from: _____ to _____

For Equipment requests, chose a time between 8:00 am – 11:00 am or 1: 00 pm – 4:00 pm

Estimated # of Children: _____ Estimated Age Range: _____ Estimated # of Adults: _____

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

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 Requestor by: _____ Date: _____

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Event Participation Policy

The Aurora Fire Department may, at the request of our citizens, attend legitimate 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 Prevention Office after a thorough review of previously scheduled appointments have been performed. *Approval is NOT guaranteed.*

Requestors 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 parties.

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 8:00 am – 11 am and 1:00 pm – 4:00 pm.

Tours of Fire Stations may be scheduled daily between the following hours:
8:00 am – 11:00 am ; 1:00 pm – 4:00 pm; and 6:00 pm – 8:00 pm

Event Location must be within the Aurora City Limits. Events outside these specified time slots will NOT be approved.