



LAWRENCE FIRE DEPARTMENT COMMUNITY ENGAGEMENT REQUEST

Thank you for your interest in involving the City of Lawrence Fire Department in your community event. To streamline the process, please fill out the following form in its entirety. Please note that due to logistical reasons, the Fire Department cannot guarantee that all event requests will be accepted. Additionally, while we strive to support all events for up to 45 minutes, there may be times when our apparatus/personnel need to remain in-service during the event to respond to emergencies. We appreciate your understanding.

Event Name:

Contact Person's Name:

Event Date:

Organization/Group:

Event Time:

Contact Email:

Event Location:

Contact Phone Number:

Expected Number of Attendees:

Event Description:

Type of Support Requested (Check all that apply):

Fire Truck Display

Fire Safety Presentation

Other (Please provide details)

Additional Comments/Special Requests/Requirements:

Once this form is completed, please email it to sderrickson@cityoflawrence.org for review. Be advised that our Administration requires approximately one week to thoroughly review your request and make a determination. We will notify you of our decision via email once the review process is complete.

For Internal Use Only:

Approve

Deny

Comments:

Chief Signature