

OKOLONA FIRE DEPARTMENT

8501 Preston Highway
Louisville, Kentucky 40219

Member Request to use Assembly Hall

Member's Name: _____ Date of Use (mm/dd/yy): _____

Starting time (hh:mm): _____ Ending time (hh:mm): _____

Purpose of use:

I will do the following to ensure security of OFD property and apparatus:

I have made the following arrangements for parking for my guests:

I will do the following to prevent my guests from parking in the rear parking lot:

I understand that I must remain at Station One as long as my guests are present.

I understand that I am responsible for any breakage or damages to OFD property occurring as a result of my use.

I understand that I am responsible for cleaning of the assembly hall, and that if this is not done I will be billed for cleaning.

I understand that I am responsible for the conduct of my guests.

Kitchen Usage Note:

The on-duty career firefighters use the kitchen to prepare meals while on duty. The member requesting to use the assembly hall, including the kitchen, must contact the Station One Career Supervisor who will be on duty during the day the assembly hall will be used, at least 72 hours prior to scheduled use to come up with a mutually agreeable plan for kitchen use. If no agreement can be reached, then the on-duty firefighters have priority use of the kitchen.

Signature: _____ Date (mm/dd/yy): _____

Approved by: _____ Date (mm/dd/yy): _____