

**Okolona Fire Department**  
8501 Preston Highway  
Louisville, Kentucky 40219

**Member Request to use Assembly Hall**

---

Date of Assembly Hall use: \_\_\_\_\_

Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_

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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_