

COMPLETE ONE FORM FOR EACH SESSION

Request for Use of Erie County Emergency Services Training Facilities

GENERAL INSTRUCTIONS:

[PLEASE READ ALL INFO CAREFULLY]

1. Identify which training facility (indoor and/or outdoor) you would like to utilize and the purpose of your request.
2. **For classroom sessions** – tables and chairs will be provided. The organization requesting use of the facility is responsible for organizing them in the desired arrangement.
3. **For training evolutions** – indicate training objective(s) to be accomplished (fire attack, search and rescue, ground ladders, etc.) in addition to the facilities to be used. Indicate if live fire training will be used.
-Training evolutions will be confirmed or declined 45 days in advance of the requested training date.
4. Outdoor facilities are typically available for use from May 1st thru October 31st. Call for off-season availability.
5. **Complete one form for each session requested.** List the date and time you would like to request for each session – indicating your primary choice and two alternate dates. The alternate dates will be considered if your primary choice is not available. Failure to provide alternate training dates will cause your request to be returned if the primary choice is unavailable. Complete two separate forms (total) if you would like to schedule both a day and evening session on the same date.
6. All requests will be handled on a first come – first serve basis. Verbal requests will not be honored. Use is subject to space and staff availability.
7. Return this form to: **Erie County Fire Safety – FAX/681-3645** - 3359 Broadway – Cheektowaga NY 14227
8. You will receive a written confirmation as to the availability of the facility, date and instructor requested.
9. Contact the Fire Safety Office at: **716/681-7111** or via e-mail to: **fire@erie.gov** with any questions.

REQUESTED USE:

[TO BE COMPLETED BY ORGANIZATION REQUESTING USE OF FACILITY]

Primary Date Requested:	/ /	Alternate Date Requested:	/ /	Alternate Date Requested:	/ /
Open Time:		Close Time:		Estimated # of Attendees:	
Event Title/ Training Objective(s):					
Organization Requesting Use of the Facility:					
Contact Requesting Use of the Facility:				Title:	
Phone:			Fax:		
E-Mail:					

MEETING/CLASSROOM SPACE:

[AVAILABLE AT CHEEKTOWAGA TRAINING ACADEMY ONLY] ^{1,3}

Purpose of Use:	<input type="checkbox"/> Meeting <input type="checkbox"/> Classroom Only <input type="checkbox"/> Other:
Equipment Needed:	<input type="checkbox"/> Overhead Projector <input type="checkbox"/> Slide Projector <input type="checkbox"/> LCD/PC Projector <input type="checkbox"/> Podium <input type="checkbox"/> TV <input type="checkbox"/> VCR <input type="checkbox"/> DVD <input type="checkbox"/> Satellite Downlink <input type="checkbox"/> Video Conferencing
Host/Instructor Needed:	<input type="checkbox"/> No <input type="checkbox"/> Yes – Specify Preferred Instructor:
Special Needs:	

TRAINING FACILITIES & PROPS:

[INDICATE WHETHER OR NOT LIVE FIRE WILL BE USED] ^{2,3}

Cheektowaga Training Academy [Check All That Apply]			Amherst [Check All That Apply]		Chestnut Ridge [Check All That Apply]		
<input type="checkbox"/>	Smokehouse	<input type="checkbox"/> Live Fire	<input type="checkbox"/>	Oil Pits	<input type="checkbox"/>	Smokehouse	<input type="checkbox"/> Live Fire
<input type="checkbox"/>	Outdoor Tower	<input type="checkbox"/> Live Fire	<input type="checkbox"/>	Firefighter Survival Building	<input type="checkbox"/>	Tower	<input type="checkbox"/> Live Fire
<input type="checkbox"/>	Indoor Tower/Maze		<input type="checkbox"/>	Ventilation Simulator	<input type="checkbox"/>	Oil Pits	<input type="checkbox"/> Ventilation Simulator
<input type="checkbox"/>	Live Burn Complex		<input type="checkbox"/>	Confined Space Rescue	NOTE: Agencies using outdoor facilities must comply with Erie County Fire Safety Policies regarding student participation.		
			<input type="checkbox"/>	Tanker Truck Spill/Rollover			
Preferred Instructor(s):							

NOTE: ¹= Multi-Media equipment availability is limited and subject to user fees.
²= Indicate when live fire (fuel=hay) will be used in these facilities. Additional instructors will be assigned as applicable.
³= See Facility Request Status Letter and Erie County Fire Safety Training Policies for terms and conditions that may apply.