**GENERAL INSTRUCTIONS:**

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.

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**REQUESTED USE:**

<table>
<thead>
<tr>
<th>Event Title/ Training Objective(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Time: Close Time:</td>
</tr>
<tr>
<td>Estimated # of Attendees:</td>
</tr>
</tbody>
</table>

**MEETING/CLASSROOM SPACE:**

- **Purpose of Use:**
  - Meeting
  - Classroom Only
  - Other

- **Equipment Needed:**
  - Overhead Projector
  - Slide Projector
  - LCD/PC Projector
  - Podium
  - TV
  - VCR
  - DVD
  - Satellite Downlink
  - Video Conferencing

- **Host/Instructor Needed:**
  - No
  - Yes – Specify Preferred Instructor:

**TRAINING FACILITIES & PROPS:**

- **Cheektowaga Training Academy**
  - Smokehouse
  - Live Fire
  - Oil Pits
  - Outdoor Tower
  - Live Fire
  - Firefighter Survival Building
  - Indoor Tower/Maze
  - Ventilation Simulator
  - Live Burn Complex
  - Confined Space Rescue
  - Tanker Truck Spill/Rollover

- **Amherst**
  - Smokehouse
  - Live Fire
  - Oil Pits
  - Tower
  - Live Fire
  - Ventilation Simulator
  - Confined Space Rescue

- **Chestnut Ridge**
  - Smokehouse
  - Live Fire
  - Tower
  - Live Fire
  - Ventilation Simulator
  - Confined Space Rescue

**Preferred Instructor(s):**

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**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.

Form: **ECFS-1050 – Training Facility Request Form** As of: **03/05/03**