



Aldine Fire & Rescue/ Harris County ESD No. 24
Contact: Adriana Guerrero: Aguerrero@esd24.org
Administration Phone 281-951-3700

COMMUNITY RELATIONS REQUEST FORM

****ALL REQUESTS SHOULD BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO THE EVENT****

PR Submission date: ____/____/____ Submitted by: _____

Contact Name: _____

Contact Phone number: _____ Alternate number: _____

Email: _____

Name of Organization: _____

Type of Organization:

____ Church ____ Scouts ____ Daycare

____ School ____ Other

Event Location: _____

Date of Event: ____/____/____ Start time: _____ End time: _____

Attendance (approximately): _____

Event Requests:

- Station Tour
 - Station #11: 1009 Aldine Bender
 - Station #21: 2301 Humble Westfield
 - Station #31: 20440 Imperial Valley Dr.
 - Station #41: 2850 Farrell Road
 - Administration Building (Open Sept. 2022): 20654 Imperial Valley
- "Freddie the Fire Truck" (30 Min Max)
- "Sparky" Suit (30 Min Max)
- Department Operation Information
- Guest Speaker
- Smoke Alarm Training
- Use of Fire Hose
- Goodie Bags (Items in bags will vary) How many? _____
- Children's Fire Hat (Items in bags will vary) How many? _____
- Fire Truck

- Fire Extinguisher Training: Note: Location must have 2 extinguishers Type 2A10B on-site. This class is approximately 1 ½ hours long. A classroom will also be required for a 20-minute presentation.
- Other: _____
- Special Requests: _____

Acknowledgment:

As the requestor, I understand the following:

- PR Requests are not guaranteed and are based on department availability and the location of the event.
- Events exceeding two hours will need to be authorized at least 2 weeks in advance.
- Fire Trucks can come to your event, although they will remain in service.
- I understand pictures will be used from my event for social media purposes.
- I must call 281-951-3700 or email Aguerrero@esd24.org if there are any changes to your event as soon as possible.

Requester Signature: _____

Date: _____

Internal use:

Approved or Declined: _____

Decline Reason: _____

Date: _____

Shift on duty: _____

District Chief: _____

Captain: _____

Admin Attending: _____

Called 48 hours prior to the event to confirm details. _____

Spoke with: _____