



## Sherwood Forest Estates Fire District

450 Little John Road, Williams, AZ 86046-9618  
Email: Sherwoodforestfireoffice@gmail.com

### Facility Use Request

The Fire Chief OR Asst. Fire Chief asks to be informed of any Facility Use Requests TWO WEEKS before the planned event to avoid potential conflicts in scheduling. (Events may not be personal or private in nature.)

Name of Your Organization: \_\_\_\_\_

Date(s) of Facility Use Request: \_\_\_\_\_

Time(s) requested for use of Facility: \_\_\_\_\_

Event details (please include what the intent is, expectations as to what is needed and what the Organization will provide):

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What area(s) does Your Organization request to use? Please check all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> Building One Training Area | <input type="checkbox"/> Building Two Truck Bays |
| <input type="checkbox"/> Building One Kitchen       | <input type="checkbox"/> Parking Area (limited)  |

The Facilities being used are to be cleaned by your Organization and returned to the condition found when arriving. (i.e. tables/chairs wiped down and stacked, kitchen cleaned, floors swept of debris)

If an unforeseen emergency arises the Organization will be notified and the event will be postponed to a later date or cancelled.

Printed Name of Event Organizer: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Event Organizer: \_\_\_\_\_ Date: \_\_\_\_\_

Initials of Fire Chief OR Asst. Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_