



WESTLAKE FIRE DEPARTMENT

Travis County Emergency Services District #9
1295 South Capital of Texas Highway
West Lake Hills, TX 78746

Headquarters 512-327-9405
Facsimile 512-327-2780
P. O. Box 162170 Austin, TX 78716-2170

Welcome to the Westlake Fire Department. We are glad to have you and your families at our fire station for this special occasion. Here are some things that are required of you when you are here.

- A) Because this is a working fire station with no non-responding personnel left at the station, you might find no one here and the Fire Station locked. When we are at a fire or medical call, it may be a long time before anyone can come to the station. Further, upon returning, our first priority is to get are units back in service. We will try to coordinate access for you. **Westlake Fire Department cannot and will not be responsible for a disappointment when we cannot be here at a scheduled time.**
- B) As you know, this is a Fire Station and we have to respond to calls from here. **If we have a call, you are to make sure all of the parents and children are out of the way and at the back of the station.** If we leave for a long time and you are finished with your party, we ask that you close the doors of the station and close the bay doors.
- C) We have tables and chairs that you may use. The tables are located at the back of bay 2. Chairs are located along the North wall of Bay 1.
- D) The limit for guests at the station is 30 people.
- E) You are responsible for the set up and the taking down of tables and chairs, for providing all party favors, collecting all trash that you may have generated, and placing the trash in the dumpster by the driveway. We ask that the station be left as you found it.
- F) You are responsible for providing coolers to keep your drinks and treats cold..
- G) There is a bathroom in the rear of the station in bay 1.
- H) You are responsible for watching the children. **Please make sure they stay out of areas that are marked off with Fire Line tape and any areas an officer tells you that are "off limits".**
- I) We will talk to the children about fire safety and show them the trucks and the equipment that we use. A fire fighter will dress in his gear and explain to the children to not be afraid of a firefighter dressed in their gear.
- J) Due to the weight of a fire helmet, children under 11 years will not be able to try on a fire helmet. Safety notices have warned that the weight of a helmet may damage the delicate bone structure of a child's neck.

I have read the above conditions and agree to them.

Signature : _____

Date : _____

Date of event: _____

Please fax completed form to: Lisa Litman at 327-2780

If you have any questions, please contact Lisa Litman at 327-9405 ext 10