



# City of Leander, Texas



**Welcome to the Leander 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. This form must be received prior to your event being confirmed on our schedule.**

- 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. Upon returning, our first priority is to get our units back in service. We will try to coordinate access for you; however, **Leander 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 the bay 2. Chairs are located along the North wall of Bay 1. You are responsible for setting up, cleaning, and placing the tables back in the proper location.
- 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, party decorations, for providing all party favors, collecting all trash that you may have generated, and placing the trash in the dumpster behind the bays for the fire stations. 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. Fire Station 2 has a guest restroom in the lobby area. There are no baby changing stations at the Fire Department Stations.
- H) You are responsible for watching the children. **Please make sure they stay out of areas that are marked with Fire Line tape and any area an officer tells you is "off limits." All bedrooms and living quarters are off limits except when on a fire station tour.**
- I) We will talk to the children about fire safety and show them the trucks and the equipment that we use if time allows. A firefighter will dress in gear and explain to the children about not being afraid of a firefighter. Parents should make sure children are respectful of the firefighters. Striking, kicking, or punching of the firefighters is **not allowed** at any time.
- 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.
- K) Parties are hosted at 10 am - 11:30 am at Station No. 2, 1950 Crystal Falls Parkway or 2 pm-3:30 pm at the Central Fire Station; 201 N. Brushy Street. The parties are scheduled to last one hour and 30 minutes. Scheduling is a first come first reserved basis and for residents of the Leander Fire Department primary service area only.

- L) I agree to hold the City of Leander, its employees, representatives, or partnering agencies harmless and file no claims against them from events, injury, or lack of events associated with the scheduled birthday party and station visit.

I have read the above conditions and agree to them.

Print Name: \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact #: \_\_\_\_\_

Date of event: \_\_\_\_\_

Please email completed form to [jdickey@leandertx.gov](mailto:jdickey@leandertx.gov). Your request is not complete until this form is signed and returned. If you have any questions, please contact Jamie Dickey at 512-528-2848.