



**COSTA MESA FIRE & RESCUE  
COMMUNITY SERVICE REQUEST**

**\*\*\*\*\*THIS SECTION FOR FIRE DEPARTMENT USE ONLY\*\*\*\*\***

**RECEIVED DATE:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**SHIFT: A      B      C**                      **ASSIGNED UNIT(s):** \_\_\_\_\_

**Special Instructions:**  
\_\_\_\_\_  
\_\_\_\_\_

**Materials provided:** \_\_\_\_\_                      **Delivered:** \_\_\_\_\_

**B.C. Approval:** \_\_\_\_\_                      **Entered on Master Calendar:** \_\_\_\_\_

**Please return form to Education Office – Include any Station Captain comments below:**

**Attendance:** \_\_\_\_\_                      **Reschedule:** \_\_\_\_\_  
\*\*\*\*\*

**Requestor - Please complete the following information:**

**Date Requested:** \_\_\_\_\_    **Alternate Date:** \_\_\_\_\_    **Time:** \_\_\_\_\_ **to** \_\_\_\_\_  
*(Please allow 2 weeks notice prior to the event so that we may better accommodate your request.)*

**Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_                      **Best time to call:** \_\_\_\_\_

**Activity or Program requested:** \_\_\_\_\_  
\_\_\_\_\_

**Number of participants:** \_\_\_\_\_                      **Age Group** \_\_\_\_\_

**FAX FORM:** (714) 327-7408 Attn: Fire Protection Specialist Brenda Emrick or mail, City of Costa Mesa, Community Risk Reduction Unit, 77 Fair Drive, Costa Mesa, CA 92626. If you have questions regarding a community event or program, please contact the Community Education office at (714) 327-7406.

**2-4 WEEKS ADVANCED NOTICE IS APPRECIATED!**