



SIERRA MADRE FIRE DEPARTMENT

242 W. Sierra Madre Blvd., Sierra Madre, CA 91024 | Phone: (626) 355-3611 | Fax: (626) 355-3611

Station Tour Request Form

A guided tour of the Sierra Madre Fire Station provides a unique opportunity for schools, organizations, and members of the community to meet their local firefighters and paramedics, and learn about their jobs through a hands-on experience.

To submit a request to visit the Sierra Madre Fire Department, please complete the form below and return in person or by mail to:

Sierra Madre Fire Department
242 W. Sierra Madre Blvd.
Sierra Madre, CA 91024

A member of the Sierra Madre Fire Department will contact you once the application is received to schedule and confirm your request.

REQUIREMENTS

1. Applications must be submitted for approval two weeks prior to the requested tour date.
2. Only one tour may be scheduled per day. Please provide alternate tour dates should the requested date be unavailable.
3. The maximum group size is limited to 25 participants, including children and chaperones. One (1) adult chaperone is required for every five (5) children. If the group is larger than 25 participants, a separate tour request must be submitted to be scheduled on a different day.
4. Station tours last approximately 30-60 minutes, depending on age.
5. No requests will be accepted for Birthday or personal parties. A station tour may be requested as part of the events, but the Fire Department asks that tour groups do not hold festivities such as cake, ice cream, or gifts at the station.
6. Sierra Madre Fire Station 41 is a working fire station. All firefighters and paramedic crews remain "in-service" and available for emergency response during scheduled tours. The fire crew may be delayed with no notification or called away during the tour. In the event the tour is cancelled, the tour may be rescheduled for a different day.
7. For groups of four people or less you may stop by your local station between 9:00 am and 5:00 pm. If the crew is not busy they will be happy to show you the station. No special reservation is required for individuals.

APPLICANT INFO	
School/Organization (If Applicable): _____	Today's Date: _____
School Address (If Applicable): _____	
Contact Name: _____	Contact Phone: _____
Alternate Phone: _____	Email: _____
Date Requested: _____	Time: _____
Alternate Date: _____	Time: _____
Number of Children: _____	Number of Adults: _____
Age of Audience: _____	
Special Requests/Additional Information: _____	

Contact's Signature: _____	Date: _____

Department Use Only	
Date of Tour: _____	Start Time: _____
End Time: _____	
Captain on Duty: _____	
Captain Signature: _____	Date: _____
Fire Chief Signature: _____	Approved: _____
Denied: _____	

City of Sierra Madre

Photograph, Video or Sound Release Form

I grant the City of Sierra Madre permission to use the photograph / video / sound of me (or my child or children) listed below in any official publicity pieces. Publicity pieces include (but are not limited to) news releases, publications, videos, social media, and web use.

I release and discharge the City of Sierra Madre from any and all claims arising out of the use of the photograph / video / sound that I may have in this regard.

Name of Child or Children

Parent Signature _____

Address _____

Phone _____

Email _____

Date _____