



Lynchburg Fire Department
Public Education Office

800 Madison Street
Lynchburg, VA 24504
Ph: 434-455-6375; Fax: 434-847-1742
Email: Jennifer.Mayberry@lynchburgva.gov

Public Education Activity Request

EVENT INFORMATION	
Date of Event:	Time Requested:
Type of Request: <input type="checkbox"/> Station Visit <input type="checkbox"/> Presentation at Your Facility <input type="checkbox"/> Fire Safety Trailer <input type="checkbox"/> Fire Extinguisher Training	Stations to Visit: <input type="checkbox"/> #1 – Clay Street <input type="checkbox"/> #2 – Grace Street <input type="checkbox"/> #3 – Fort Ave <input type="checkbox"/> #4 – Birch Street <input type="checkbox"/> #5 – Boonsboro Road <input type="checkbox"/> #6 – Miller Park <input type="checkbox"/> #7 – Lakeside Drive <input type="checkbox"/> #8 – Old Graves Mill
Please Describe the Nature of Your Request:	
Number of Students:	
Ages:	
Grades:	
Adults:	
AGENCY INFORMATION	
Name of Requesting Agency:	
Address of Requesting Agency:	
Contact Name:	
Contact Phone Number:	
Email Address:	
FOR OFFICE USE ONLY	
Request Approved: <input type="checkbox"/> Request Denied: <input type="checkbox"/>	Reason:
Date of Confirmation:	
Representative:	
Station:	
Shift:	
Captain:	
Date Captain Notified:	
Comments:	

Please fax or mail the completed form to the number or address listed above.
The Public Education Officer will contact you to confirm this request.