



# Station Tour Request Form



The Reno Fire Department is pleased to offer free tours of our fire stations to the public. Tours are conducted Monday through Saturday, 9:00 a.m. until approximately 4:30 p.m, excluding holidays and are available by appointment only (no drop-in's please).

Please fill out the information below and return this form via email to [RFDRequests@reno.gov](mailto:RFDRequests@reno.gov) or Fax to 775-334-3826, Attention Training Division. Please allow 10 business days notice for scheduling purposes when planning your station tour requests date. You will be contacted upon receipt of the request to finalize arrangements. If you have questions, please call 775-333-7775.

Date Requested: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Group Name: \_\_\_\_\_

Event / Reason for Tour: \_\_\_\_\_

Time Requested: \_\_\_\_\_

Group Size: \_\_\_\_\_

Age Range: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOUR DATE:** \_\_\_\_\_

TO: Captain Station \_\_\_\_\_ / \_\_\_\_\_

FROM: Training Division

*For Admin Use Only*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Request Received: \_\_\_\_\_ By: \_\_\_\_\_

Faxed to station: _____ / _____ / _____ hrs.
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