CENTER AT THE HEIGHTS

POLICE & FIRE DEPARTMENT SIGN OFF FORM

COPY OF HALL RENTAL APPLICATION MUST BE ATTACHED.

APPLICANT MUST CONTACT POLICE & FIRE DEPARTMENTS

POLICE DEPARTMENT	Police Contact: Lt. Matt Forbes (781)455-7570 x225
The Police Department has reviewed the attached application for an event to be held at the Center at the Heights on	Event Date:
EVENT NAME:	
Contact person listed on right has been informed that : ☐ A Police detail of _____ officers will be required. Contact has agreed on payment terms. ☐ A Police detail will NOT be required.	Contact Person:
Signed:	Date:
Chief of Police/Designee	

FIRE DEPARTMENT	Contact Fire Prevention: (781)455-7580 Inspector Skip Hopkins x312
The Fire Department has reviewed the attached application for an event to be held at the Center at the Heights on	Event Date:
Contact person listed on right has been informed that : ☐ Fire Department requires: _____ Contact person has agreed to plan. ☐ Fire Department personnel will NOT be required.	Contact Person:
Signed:	Date:
Fire Chief/Designee	

This form must be completed by both the Police and Fire Departments. It must be returned to the Executive Director of the Center at the Heights within 14 days of event date, or event will be cancelled.