

TEMPORARY VARIANCE FOR OVERNIGHT  
STAY AT CHURCHES OR ASSEMBLIES

PROCEDURE:

The Fire Prevention Bureau must be notified in advance, by phone, that an event is being held requiring the overnight stay of occupants in a normally unoccupied facility throughout the night.

On the evening of the event, the Midwest City Emergency Operations Center will also need to be notified by you or your organization and shall be reached at 739-1388 (answered 24hrs a day).

The information requested below is needed so that, in the event of an emergency, all responding agencies are properly informed.

NEEDED INFORMATION:

1. Name and address of building – \_\_\_\_\_
2. Number of people – \_\_\_\_\_
3. Specific uses of the building (i.e. Gym) – \_\_\_\_\_
4. Start date/hours and end date/hours – \_\_\_\_\_
5. Primary Contact name and phone number - \_\_\_\_\_
6. Secondary contact name and phone number - \_\_\_\_\_

Email or fax this completed form to [dhelmsberger@midwestcityok.org](mailto:dhelmsberger@midwestcityok.org) or 405-739-1384