



**Village of Versailles**  
**Versailles Fire & Versailles Emergency Medical Services**  
320 Baker Road  
Versailles, Ohio 45380  
**Brian Pearson – Fire and EMS Chief**



Assistant Chief Dustin Johns – Assistant Chief Kevin Harman  
Station Phone (937) 526-3112 – Fire Line  
PO Box 288 – Versailles, Ohio 45380

Captain Crystal Buteau – Captain Crystal Horne  
Station Phone (937) 526-4899 – EMS Line  
PO Box 109 – Versailles, Ohio 45380

---

**SPECIAL EVENT/COMMUNITY PROGRAM STAND-BY REQUEST FORM**

Date of Request: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location/Address of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Requested Arrival Time: \_\_\_\_\_ Estimated End Time: \_\_\_\_\_

Approximate Attendance/Participants: \_\_\_\_\_

Comments/Special Instructions: \_\_\_\_\_

You may drop off, mail, email, or fax your completed request to:

Versailles EMS  
320 Baker Road P.O. Box 109  
Versailles, Ohio 45380  
Fax: (937) 526-9348

Email: [brianpearson@versaillesoh.com](mailto:brianpearson@versaillesoh.com) [crystalbuteau@versaillesoh.com](mailto:crystalbuteau@versaillesoh.com) [crystalhorne@versaillesoh.com](mailto:crystalhorne@versaillesoh.com)

Please send email request to all three listed above.

If you have any additional questions, please contact Versailles EMS at (937) 526-4899.

**It is appreciated that requests are received 30 days prior to the event to insure adequate staffing.**

If approved, VEMS will be stationed at your event during the times requested. However, the assigned unit may be in service to take 911 calls. Therefore, we cannot guarantee a crew will be present the entirety of your event. If assigned unit has to leave, we will attempt to assign another crew to your event. VEMS reserves the right to refuse or cancel any request(s) for stand-by coverage.

**OFFICE USE ONLY** Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_