

Environmental Health and Safety Fire Permit

Instructions

1. This form should be completed only **AFTER** the Sponsoring Organization has received a Reservation Confirmation through Events and Conference Services.
2. Contact Landscape Services, Department of Facilities Management, to coordinate the location of the event via phone 410-704-2483.
3. Complete Sections **1, 2, 3** of this Fire Permit.
4. Deliver; scan (safety@towson.edu); or fax (410-704-2993) the completed Fire Permit and the **Minimum Requirements for Open Fires** form to **Environmental Health and Safety**. Environmental Health and Safety will complete Section 4 and fax the Fire Permit to Events and Conference Services. **PLEASE DO NOT RETURN THIS FORM TO ECS.** Environmental Health and Safety is located in the Office of Public Safety Building, across from Burdick Hall.
5. **Permits must be sent at least 48 hours before the scheduled event for signature.**

Section 1 To Be Completed by the Sponsoring Organization

Assigned ECS Event Manager _____

Event Name _____

Event Date _____ Event Time -Start _____ End _____

Event Location _____

Sponsoring Organization _____

Student Contact Name _____

Student Contact Phone _____

Student Contact E-Mail _____

Name and Telephone/Cell Number of TU Faculty/Staff Member Supervising Event – Provide 2 names

Faculty/Staff 1 _____ Phone _____

Faculty/Staff/Student 2 _____ Phone _____

Section 2 To Be Completed by the Sponsoring Organization

Type of Fire:
 Gas BBQ Grill _____ Charcoal (Glen Fire Pit Only) _____ Other _____

Section 3 To Be Completed by the Sponsoring Organization

I have read and understand the “Instructions” and “Minimum Requirements for Open Fires” on the following page and will fully comply with all requirements. **Return signed copy of the “Fire Permit” and page 2 “Minimum Requirements for Open Fires” to Environmental Health and Safety.**

Printed Name _____

Signature _____ Date _____

Section 4 **This Section MUST be completed by Environmental Health and Safety**

 Authorizing Signature
 Environmental Health and Safety

 Date

IN AN EMERGENCY CALL 911

Minimum Requirements for Open Fires

Assigned ECS Event Manager _____

Sponsoring Organization _____

Event Name _____

The following procedures must be complied with by all organizations desiring to have an open fire on the Towson University Campus:

1. All fires will be established and maintained at least fifteen (15) feet from all buildings, other University property, motor vehicles and underbrush unless otherwise approved by Environmental Health and Safety. Wherever possible, existing fire containment structures such as fireplaces, grills, etc. will be used. **NOTE: No cooking is permitted on building balconies/elevated patios unless under the control of catering and must be approved by Environmental Health and Safety. Issuance of a Fire Permit for this will be determined on a case-by-case basis.**
2. The base of the fire will not exceed four (4) feet in diameter.
3. The fire must be supervised by two (2) persons who must remain present at all times while the fire is burning. These individuals will be alert and oriented at all times and will not be under the influence of alcohol or other controlled substances. If either of these situations occur, the Fire Permit is revoked and the fire will be extinguished immediately. **The Sponsoring Organization is to obtain a bucket to be filled with water from the University Union Information Desk.**
4. Prior to leaving the area of the fire, a thorough inspection will be made to ensure the fire and other smoldering materials are completely extinguished.
5. If local environmental conditions or circumstances change, the fire may be required to be extinguished earlier than scheduled upon the order of representatives of the Maryland State Fire Marshal's Office, the Baltimore County Fire Department, the TU Police Department or the TU Department of Environmental Health and Safety.
6. The sponsoring organization assumes total responsibility for all damages to University property or the environment arising from inappropriate fuels (i.e., other than wood, paper or charcoal) or smoky fires. University property (i.e., trees and/or shrubs, benches, etc.) will not be used as fuel for fires without prior written approval from Landscape Services, Department of Facilities Management.
7. The sponsoring organization is responsible for cleaning and removing all event related trash, debris and ashes from the event area immediately upon termination of the event.
8. A copy of this Fire Permit must be immediately available for inspection at all times during the event.
9. The sponsoring organization is responsible for coordinating the campus location of this event with Events and Conference Services (410-704-2315) and Landscape Services, Department of Facilities Management (410-704-2483).
10. This approval is subject to the requirements contained in this document, the Maryland Fire Prevention Code and any other restrictions listed.

I have read and understand the **Minimum Requirements for Open Fires.**

Printed Name _____

Signature _____ Date _____

E-Mail Address _____