

OEP Fire Permit for Events & Conference Services (ECS)

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 at 410-704-2483.
3. Complete Sections **1, 2, and 3** of this Fire Permit form.
4. Deliver, scan (via EmergencyPreparedness@towson.edu) the completed Fire Permit form and the Minimum Requirements for Open Fires form to Emergency Preparedness (OEP). OEP will complete Section 4 and send the Fire Permit to Events and Conference Services (ECS). **PLEASE DO NOT RETURN THIS FORM TO ECS.** OEP is located in the Public Safety Building, across from Burdick Hall.
5. **Permits must be sent at least 48 hours before the scheduled event for OEP signature.**

Section 1 - Event Information & Contacts (To be completed by the Sponsoring Organization)			
Assigned ECS Event Manager			
Event Name			
Event Date		Event Start Time	
Event Location		Event End Time	
Sponsoring Organization			
Student Contact Name		Phone	
Student Contact E-Mail			
Name and Telephone/Cell Number of TU Faculty/Staff Member Supervising Event – Provide Two (2) Names			
Faculty/Staff 1		Phone	
Faculty/Staff/Student 2		Phone	

Section 2 – Type of Fire, Select One (To be completed by the Sponsoring Organization)		
<input type="checkbox"/> Gas BBQ Grill	<input type="checkbox"/> Charcoal (Glen Fire Pit Only)	<input type="checkbox"/> Other, Explain Here:

Section 3 – Acknowledgement & Confirmation (To be completed by the Sponsoring Organization)	
I have read and understand the "Instructions" on this page, the "Minimum Requirements for Open Fires" on the following page, and I will fully comply with all requirements. Return signed copy of the "Fire Permit" (Page 1) and "Minimum Requirements for Open Fires" (Page 2) to Emergency Preparedness upon Section 3 completion.	
Printed Name	
Signature	Date

Section 4 – Authorization, Office Use Only (This section MUST be completed by OEP)	
Authorizing Signature, Emergency Preparedness	Date

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 Emergency Preparedness (OEP). 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 Emergency Preparedness. 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, Towson University Police Department (TUPD), or OEP.
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	E-mail Address
Signature	Date