

EHS Fire Permit (for Non-ECS Use)

This is a General Fire Permit. If you were required to set up an event through Events & Conference Services, you must use the OEP Fire Permit for Events & Conference Services (ECS) form.

To Whom It May Concern:

Emergency Preparedness (OEP) has granted approval for the maintenance of a fire as described below. This approval is subject to the requirements contained in this document, the Maryland Fire Prevention Code, and any other restrictions listed below.

Section 1 - Event Information & Contacts (To be completed by the Sponsoring Organization)

| | | | |
|--|--|------------------|--|
| Event Name | | | |
| Event Date | | Event Start Time | |
| Event Location | | Event End Time | |
| Sponsoring Organization | | | |
| E-mail/Fax # (to return form) | | | |
| Name and Telephone/Cell Number of Persons Supervising Event – Provide Two (2) Names | | | |
| Contact Name | | Phone | |
| Contact E-Mail | | | |
| Contact Name | | Phone | |
| Contact E-Mail | | | |

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"/> Campfire | <input type="checkbox"/> Other, Explain Here: |
|--|--|-----------------------------------|---|

Section 3 – Coordination of Location (To be completed by the Sponsoring Organization)

In addition to acquiring this Permit, the Sponsoring Organization must do the following prior to the event:

- Contact Events & Conference Services at 410-704-2315 and Landscape Services (Department of Facilities Management) at 410-704-2483 to coordinate the location of the event.

Section 4 – Acknowledgement & Confirmation (To be completed by the Sponsoring Organization)

I have read and understand Sections 1, 2, and 3 above and the "Requirements for Open Fires" (Page 2) and will fully comply with all requirements. **Return signed copies of "Fire Permit" (Page 1) with "Requirements for Open Fires" (Page 2).**

| | |
|---------------------|-------------|
| Printed Name | |
| | |
| Signature | Date |
| | |

Section 5 – Authorization, Office Use Only (This section MUST be completed by OEP)

| | |
|--|-------------|
| Authorizing Signature, Emergency Preparedness | Date |
| | |

Cc: Events & Conference Services
Facilities Management Work Control
Facilities Management, Landscape Services (Grounds)
TUPD

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 |