



FIRE PERMIT

To Whom It May Concern:

Environmental Health & Safety 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: DATE: LOCATION:

TIME: SPONSORING ORGANIZATION:
(Provide e-mail or fax number to return form.)

NAME & LOCAL TELEPHONE/CELL # OF PERSONS SUPERVISING EVENT:

- 1.
- 2.

TYPE OF FIRE: CHARCOAL___ GAS GRILL___ CAMPFIRE___ OTHER_____

Section 2:

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

- 1) Contact Events & Conferences at x42315 and Paul Thomas (Grounds Department, Facilities Management) at x42483 to coordinate the location of the event.

Section 3:

I have read and understand Section 2 above and the *Requirements for Open Fires* on the reverse side of this page and will fully comply with all requirements. **Return signed copy of page 2 "Requirements for Open Fires" with this "Fire Permit".**

Printed Name Signature Date

Section 4:

Authorizing Signature & Date
Environmental Health & Safety

- Cc: Events & Conference Services
- Facilities Management Work Control
- Facilities Management, Grounds (Paul Thomas)
- TUPD
- EHS/File (Fire Permit)

**IN CASE OF AN EMERGENCY -
CALL 911**

MINIIMUM REQUIREMENTS FOR OPEN FIRES

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 fifty (50) feet from all buildings, other University property, motor vehicles and underbrush unless otherwise approved by EHS. 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 EHS. 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. **Charcoal or camp fire/location will have bucket of water at site.**
5. 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.
6. 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 & Safety.
7. 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 Paul Thomas, Grounds Department of Facilities Management.
8. 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.
9. A copy of this Fire Permit must be immediately available for inspection at all times during the event.
10. The sponsoring organization is responsible for coordinating the campus location of this event with Events & Conference Services (x42315) and with Paul Thomas in Facilities Management (x42483).
11. Sponsoring organization will provide e-mail or fax number to return signed authorization form.

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

Printed Name

Signature

(Revised 08/11)