



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:** _____

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.
- 2) Contact Environmental Health & Safety at (410) 704-2949 to arrange to pick up and return the required fire extinguishers between the hours of 8AM-3PM, M-F.

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.

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 (410) 704-2133
OR 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. Wherever possible, existing fire containment structures such as fireplaces, grills, etc. will be used.
2. The base of the fire will not exceed five (5) feet in diameter.
3. A minimum of one (1), serviceable class 2A (2 % gallon) pressurized water fire extinguishers must be maintained at the fire site. The extinguishers may be obtained at no charge from Environmental Health & Safety at (410) 704-2949 between the hours of 8AM - 3PM, Monday - Friday. The sponsoring organization will be responsible for any lost or damaged fire extinguishers. In case of an emergency, fire extinguishers should only be used by trained individuals. Anyone who operates a fire extinguisher will not hold the University liable for any injuries and/or damages resulting from their use.
4. 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.
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) and for arranging for loan of portable fire extinguishers from Environmental Health & Safety, at (410) 704-2949.

(Revised 5/08)