

REQUEST FOR CEREMONIAL OPEN FLAME PERMIT

Ceremonial Type:

☐ Communion ☐ Ordination ☐ Wedding ☐ Other _____

Event name: _____ Estimated attendance: _____

Location: _____

Person Responsible: _____

Person Responsible Cell Phone#: _____

Faculty/Staff Sponsor: _____

Faculty/Staff Sponsor Cell Phone#: _____

Candle/Incense/Open flame: _____

Signature of Responsible party: _____ Date _____

Signature of Faculty/Staff Sponsor: _____ Date _____

Signature of Location/Building Manager: _____ Date _____

- ☐ I (Responsible Party) understand that I am responsible for complying with the regulations listed on the back of this form. If the guidelines are not met my privileges can be revoke and denied for current and future requests.
- ☐ I understand that this form is not for event approval, but only for the safety issues for the event.

Submitting a ceremonial burn permit does not guarantee approval.
Requests must be submitted two weeks prior to the event.

(For Office use)

Campus Safety Officer

Badge #

Date

Notes/Comments:

Ceremonial Burn Permit Regulations

- Ceremonial Permit Request
 - Must be submitted to Campus Safety a minimum of two weeks prior to the date of the event.
 - Approval may be rescinded at any time leading up to or during the event for unsafe environmental conditions or user's actions (including failure to comply with permit regulations).
- Provide the following information:
 - Building Manager's approval for the event or the Vice President is required.
 - Estimated attendance at the event.
- Safety Maintenance
 - Placement, layout, use of open flame must be described and approved.
 - Do not place candle holders on top of tablecloths or close to drapes and curtains.
 - Do not leave the open flame unattended.