

Event Operating Permit Application

Environmental Health & Safety Office

Phone: 386-7997 Fax: 386-7960

Title and nature of Event: _____

Name of Department Requesting Permit: _____

Contact Info. Name, Number, E-mail: _____

Building and Room / Area where event will be held: _____

Event Details:

Event Duration from Date/Time: _____ To Date/Time: _____

Occupant Load Requested: _____ (EH&S Dept. will review for compliance.)

Description of event and all associated activities:

Yes / No

Will event require any impairment to building Fire Alarm system? _____

If yes a Fire Watch is required. Please contact the Code Compliance Mgr. at 386-7997

Submissions:

Floor Plan Required:

Submit a detailed floor plan of the event area. Include location and dimensions of all equipment and furnishings to include any Stage, light/sound boards, Lighting, seating areas and standing room areas. Submit any other pertinent details. If backdrops or other banners, flags are used please submit flame retardant certificate.

Submit Any Contracts to be issued before signature for review. (if applicable)

PLEASE NOTE:

Event Staff must be fully trained in the Building's Emergency Evacuation and Fire Safety Plan

Max Occupancy for event will be determined by submitted details and shall be posted near main entrance / exit. All exits must be clearly marked and available at all times!

USE OF PYROTECHNICS OR OPEN FLAME OF ANY KIND INSIDE CAMPUS BUILDINGS IS STRICTLY FORBIDDEN