



APPLICATION FOR USE OF OUTDOOR OPEN FLAME DEVICES

Office of Environmental Health and Safety

Please complete the form, and submit to EH&S. Once notified, EH&S will review your application and contact you regarding approval. Please submit the application **two weeks prior to the event**. **Prior to the event, an EH&S staff member will inspect the inflatable device.** Please contact EH&S at (252) 328-6166 or safety@ecu.edu with any questions regarding this process.

***East Carolina University does not allow candlelight events to be held inside of buildings.**

***Battery operated candles or glow sticks should be used whenever possible.**

EVENT INFORMATION

Dept/Organization: _____ Date of Event: _____

Building/Rm No.: _____ Time of Event: _____

Applicant's Name: _____ Phone/Extension: _____

OUTDOOR OPEN FLAME DEVICE DETAILS

Event Name: _____

Description of open flame device to be used (including size, type of base, etc.):

Number of devices to be used: _____

Ignition/Extinguish Procedure:

Detailed description of how devices will be used and why battery-operated candles are not an option:

***Event safety is the responsibility of the event host for the event duration. This application does not transfer that responsibility or liability.*

For EH&S Use Only

Device placed on a non-combustible base at least 6" larger than holder in all directions.

Applicable

Not Applicable

Fire extinguisher on hand.

Applicable

Not Applicable

Event Safety Officer on stand-by at location.

Applicable

Not Applicable

Fire Department required for stand-by.

Applicable

Not Applicable

Locate nearest manual pull station to activate fire alarm.

Applicable

Not Applicable

City of Greenville Fire Permit Required.

Applicable

Not Applicable

Approved: YES NO

Date:

Approved By:

Signature: _____

EH&S Comments: