



Note: Complete a Checklist for each Event and Conference scheduled to be held in Assembly Areas on Campus. Check either Yes or No for each numbered heading that is applicable to your Event or Conference; and follow the instructions associated with Yes check marks. **Remember to allow a minimum of 30 days advanced notice for any permits** that may be required from the State of NJ. Make checks for permits payable to: Treasure State of New Jersey. ***All permits that require a fee are issued by the NJ Division of Fire Safety; not the College***

Phone/Cell Number

Date Signed By User

Signature of User

Print Name of User

Yes No
1. Tents and Canopies: For all tents and canopies greater than 30 linear feet or 900 square feet, comply with the following requirements. *Exceptions:* Tents owned by the College.

- o Complete an Application for Permit for submission to the Division of Fire Safety
- o Complete Tent Use Application Form and submit it to the RCNJ Fire Marshal
- o Check for \$42, Payable To: Treasurer of State of New Jersey
- o Refer to the Policy located at: www.ramapo.edu/facultystaff/healthandsafety/Fire-Safety

Yes No
2. Candles: For all events that may include the use of candles, comply with the following requirements:

- o Refer to the Policy located at the following Web address: www.ramapo.edu/facultystaff/healthandsafety/Fire-Safety
- o Complete Candle Use Registration Form and submit it to the RCNJ Fire Marshal

Yes No
3. Sterno: For all events that may include the use of sterno, comply with the following requirements:

- o Refer to the Policy located at the following Web address: www.ramapo.edu/facultystaff/healthandsafety/Fire-Safety
- o Complete the Sterno Fuel Use Registration Form and submit it to the RCNJ Fire Marshal

Yes No
4. Inflatable Rides: For all events that may include the use of Inflatable Rides, ensure that the rides are certified by the State of NJ, Division of Codes & Standards, Carnival Amusement Rides Safety Program. The Vendor shall provide the USER with written documentation that their ride(s) are permitted by the State Division of Codes & Standards, Carnival Amusement Rides Safety Program.

Yes No
5. Decorations: For Decorative Materials that may be used, comply with the following requirements.

- o Obtain Certificate of Flame Certificates for decorations and submit them to the RCNJ Fire Marshal
- o Do not block fire safety equipment with decorations or secure decorations to fire sprinklers and fire safety devices.

**General Fire Safety Checklist
For All Events and Conferences**

Yes No
6. Pipe and Drapes (P&D): When Pipe and Drapes may be used, comply with the following requirements:

- o Obtain Certificate of Flame Certificates for decorations and submit them to the RCNJ Fire Marshal
- o Do not block fire safety equipment with P&D or block EXITS with any P&D.

Yes No
7. Platforms > 30" high: The use of any Platform > 30" high requires a permit from DCA, UCC Construction Division. Note: The College's Platforms are < 30".

- o Contact the RCNJ Fire Marshal for permit requirements.
- o Do not block fire safety equipment or block EXITS with any Platforms.

Yes No
8. Fireworks: The storage or discharging of any Fireworks requires a permit from DCA, Fire Safety Division.

- o Contact the RCNJ Fire Marshal for specific permit requirements. Permit Fee is \$331.00

RCNJ Fire Marshal: Dennis Harrington
201-684-6252 or dharring@ramapo.edu

Yes No
9. Skirts for tables, platforms and stages: For these materials that may be used, comply with the following requirements.

- o Obtain Certificate of Flame Certificates for decorations and submit them to the RCNJ Fire Marshal.
- o Do not block fire safety equipment with these materials or secure these materials to fire sprinklers and fire safety devices.

Yes No
10. Open Burning: Open Burning is Prohibited. Use of personal barbecues is prohibited. *Exception:* Use of stationary barbecues on Campus is permitted. Refer to the Barbecue Policy located at: www.ramapo.edu/facultystaff/healthandsafety/Fire-Safety

Yes No
11. Overnight Stay: a permit from the State of NJ, Division of Fire Safety may be required for an Overnight Stay in an Assembly Area even if there are no designated sleeping areas at those locations.

- o Contact the RCNJ Fire Marshal for specific permit requirements. Permit Fee is \$42.00

Yes No
12. Others: Permits are also required for any of the following. Users shall consult with the RCNJ Fire Marshal for details. *Circle the applicable item(s).*

- a. The occasional use of a multi-purpose room with an occupancy of 100 or > for the sale of merchandise (Mercantile Use).
- b. Cooking with grease or oils that produce grease laden vapors, other than cooking in the cafeterias.
- c. The use of LP gas/propane on Campus.
- d. Carnivals and circuses that use mobile structures for the events.

Note: See the Reverse Side of this document for additional guidelines.

Event Name:

Location:

Date of Event:

Reservation No.



General Fire Safety Regulations for All Ramapo College Events

For purposes of clarification, the "Users" referenced throughout this document are the persons who apply to the Office of Events and Conferences to book an event or conference; or who conduct an event or conference on Campus. The General Fire Safety Checklist on the reverse side is required to be completed by the User and submitted to the College Fire Marshal at least a month but not less than two weeks prior to each event or conference.

- I.**The Maximum Occupancy Limit shall not be exceeded (overcrowding). The Users shall not permit overcrowding or admittance of any person beyond the approved occupant load at the location for their respective event.
- II.**State fire officials, the Fire Marshal of Ramapo College or Campus Security—upon finding overcrowded conditions or obstruction in aisles, passageways, or other means of egress, or upon finding any condition which constitutes a hazard to life and safety—shall cause the occupancy, performance, presentation, spectacle or entertainment to be stopped until such a condition or obstruction is corrected. The addition of any further occupants will be prohibited until the approved occupant load is reestablished.
- III.**Events and conferences that are held in Assembly Occupancies* shall submit to the Fire Marshal for approval a plan showing the seating diagram, the location and width of aisles leading to the exits and include the location of all exits in the room. F-702.2
- IV.**Minimum aisle widths of 36" and 44" shall be maintained for occupancy loads of 50 persons or less and occupancy loads of more than 50 persons, respectively.
The occupant load includes all attendees, staff members and Dining Services personnel that generally remain present in the room throughout the event.
- V.**In accordance with the New Jersey Uniform Fire Code, "A Place of Assembly shall be a room or space accommodating individuals for religious, recreational, political, social, or amusement purposes or for the consumption of food and drink, including all connected rooms or spaces with a common means of egress and entrance."
- VI.**In theaters, motion picture theaters, auditoriums and other similar assembly occupancies where there are non-continuous programs, an audible announcement shall be made not more than ten minutes prior to the start of each program to notify occupants of the location of the exits to be utilized in case of a fire or other emergency. F-702.3
- VII.**The following is a sample announcement:

"Ladies and gentlemen and all children present, may I have your attention for a brief announcement. Upon activation of a fire alarm, immediate evacuation to the closest available exit is required. Proceed to the outside evacuation assembly area and follow the directions of Campus Security and event staff members. (Indicate the evacuation site for the location that you are in.) The use of the elevators is prohibited during an alarm. Once outside the building, everyone must wait until an "All-Clear" is given by Campus Security or emergency personnel before re-entering the building. Please take note of at least two exits at this time; especially note your nearest exit." (At this time, the announcer shall point to all of the exits from the room.)
- VIII.**The employees or attendants of assembly occupancies shall be trained and drilled in the duties to be performed in case of fire, panic or other emergency. The College Fire Marshal is available to provide such training. F-702.1 and F-702.4
- IX.**It is the responsibility of the Users to ensure that:
- 1.Fire safety detection equipment remain unobstructed during their respective event
 - 2.The means of egress (the pathways to the exits from the room where the event is being held) remains free from all objects and materials during their respective events
 - 3.Fire suppression equipment remain unobstructed during their respective events
 - 4.The Maximum Permitted Occupancy is not exceeded.
 - 5.Fire exits remain unlocked during their respective event
 - 6.Vehicles, equipment or objects do not obstruct any fire lanes at any times during their respective event.
- X.**The New Jersey Uniform Fire Code provides regulations regarding Decorative Materials at events and conferences:

All curtains, draperies, hangings, and other decorative materials suspended from walls or ceilings shall be noncombustible or maintained flame resistant. Decorative material is defined as all materials, such as curtains, draperies, fabrics, streamers and surface coverings, applied over the building finish for decorative, acoustical or other effect; additionally included are batting, cloth, cotton, hay stalks, straw, vines, leaves, trees, moss and similar items utilized for decorative effect, including foam plastics and materials containing foam plastics. Foam plastics or materials containing foam plastics include, but are not limited to, exhibit booths, mannequins, murals, and signs; and must have maximum heat release ratings as follows: exhibit booths 110KW and mannequins, murals and signs 150W heat release ratings.
- Accordingly, before all events where the above code may be applicable, the Users shall check with the Ramapo College Fire Marshal to see if the code applies; and if so, check to see if Flame Retardant Certification is on file. Users should allow at least a two-week lead-time to check with the Fire Marshal before their respective event. ***This only applies to those items that are the property of the College.***
- When Users rent or purchase the materials referenced above, it is their responsibility to request a Flame Retardant Certificate from the vendor or company supplying the item. Vendors and companies who do not supply Flame Retardant Certificates should be avoided.
- XI.**Generally speaking, cooking inside buildings, tents and canopies is prohibited, unless cooking is done in one of our designated cafeterias. Food at events may be kept warm in accordance with the Ramapo College Sterno Fuel Use Policy or other methods approved by the Fire Marshal.
- XII.**There are strict fire safety regulations that must be followed in connection with cooking under canopies or in tents. Contact Dennis Harrington for guidelines in connection with cooking under a canopy or in a tent.

Contact Dennis Harrington, Fire Marshal at 201.684.6252 for guidance and assistance with any one of the above regulations or any other fire safety related matters.

See Reverse side for the required General Fire Safety Checklist