

# General Fire Safety Checklist

A completed form is required for each Event. Check the boxes below that are applicable. Completed forms and \*Floor Plans shall be submitted at the Student or Major Events Meeting when your event is scheduled to be presented.

Reservation No. \_\_\_\_\_ Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Estimated No. of Attendees: \_\_\_\_\_ Event Coordinator Print Name: \_\_\_\_\_ Phone No. \_\_\_\_\_ Signature: \_\_\_\_\_

## Permits

Today's Date: \_\_\_\_\_

Permits issued by the New Jersey State Division of Fire Safety are required for the following:

**Tents:** greater than 30 linear feet or 900 square feet; with or without sides.

**Note:** Use of the College owned tents do not require a permit.

**Overnight Stays:** for events held in Assembly Areas (i.e. Friends Hall, Bradley Center, Alumni Lounges, Pavilion etc.) with or without a designated sleeping area.

**Mercantile Use:** The use of indoor Assembly Areas with occupancy > 100 persons for the sale of merchandise.

**Fireworks:** Should first seek approval of the President's Cabinet.

**Cooking:** the use of grease and/or oils including the use of Grease Food Vendors; either stationary or mobile.

**Barbecues:** other than the stationary barbecues on campus and barbecues provided by Dining Services. The use of Personal Barbecues is PROHIBITED.

**Open Burning:** Bonfires, torches, campfires etc. Should first seek approval of the President's Cabinet.

**LP Gas/Propane:** the use of LP Gas/Propane on campus.

**Carnivals and Circuses:** that use mobile structures for the events.

**Note:** Applications for Permits are processed online; Credit Card or E Check is the only acceptable means of payment. Checks are no longer accepted. Permits are issued upon satisfactory completion of an on-site inspection by a NJ State Fire Inspector.

## Flame Resistant Certifications Required

**Pipe & Drape (P&D):** obtain from the vendor a Certificate of Flame Resistance. Also, P&D cannot block any fire alarm devices and any EXIT Ways or EXIT Signs.

**Skirts for tables, platforms and stages:** obtain from the vendor a Certificate of Flame Resistance.

**Decorative Materials:** obtain from the vendor a Certificate of Flame Resistance. Also, Decorative Materials cannot block any fire alarm devices and any EXIT Ways or EXIT Signs.

## Open Flame – Other

**Candles:** The use of candles is strictly limited; refer to Candle and Incense Policy.

**Sterno:** For all events that may include the use of sterno, refer to the Sterno Fuel Use Policy.

**Incense:** The use of Incense is PROHIBITED

## Note:

**\*Floor Plans:** A Floor Plan of reasonable quality and clarity for each event is required to be submitted at the Student or Major Events Meeting.

**Fire Safety Policies and Procedures:** Further information in connection with Fire Safety Policies and Procedures is located at the following address:  
<http://www.ramapo.edu/ehs/fire-safety/#policies>

Contact Dennis Harrington, the College Fire Marshal at extension 6252 or [dharrington@ramapo.edu](mailto:dharrington@ramapo.edu) for assistance with obtaining permits and Fire Safety Guidance.

***When You Gamble With Safety, You Bet Your Life!***

