

Special Events Safety Registration Form

*A completed form is required for each Special Event. To be completed by the event coordinator - either RCNJ staff/student or external group.
Form must be returned to RCNJ Fire Marshal in advance of the event.*

Name of Event: _____ Location: _____ Type of Event: _____ Summer Camp:

Date of Event: _____ Setup Time: _____ Time of Event: _____ To: _____

Pre-Event Meeting Date/Time/Location: _____ Est. # Attendees: _____ >1000 requires crowd manager

College Function Staff/Faculty Outside Org. Student Club Student Club/Organization Name: _____

Applicant Name: _____ Email: _____ Phone #: _____

Outside Organizations not including RCNJ Students or Staff/Faculty Member Events:

Business Name: _____ Business Address: _____

Permit Required

**Contact the College Fire Marshal at 201-684-6252 or ekutzin@ramapo.edu for assistance with obtaining permits.
Permits are issued by the NJ Division of Fire Safety and are required for the following:**

- Tents:** Greater than 30 linear feet or 900 square feet; with or without sides. **Note:** Use of College owned tents does not require a special 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 any indoor Assembly Area with occupancy > 100 persons for the sale of merchandise.
- Fireworks:** Additional approval from the President's Cabinet is required.
- Cooking/Barbecues:** Outside cooking using grease and/or oils including the use of Food Trucks. Use of barbecues other than stationary charcoal barbecues provided on campus or barbecues provided by Dining Services. The use of personal barbecues is PROHIBITED. **Note:** Use of College owned grills does not require a special permit.
- Open Burning:** Bonfires, campfires, etc. Additional approval from the President's Cabinet is required.
- Carnivals and Circuses:** That use mobile structures during the course of the event. Inflatables do not require a fire permit but must have State Inspection Sticker from the NJ Ride Safety Unit. Enclosed structures such as a "Fun House" would require a fire permit.

Note: Applications for permits are processed online via the NJ RIMS system. Credit Cards are the only acceptable means of payment directly to the State. Permits are issued upon satisfactory completion of an on-site inspection by the NJ Division of Fire Safety.

Other/Open Flames – No Permit Required

- Candles:** The use of candles on campus is strictly limited - refer to the RCNJ Candle and Incense Policy.
- Sterno:** The use of sterno on campus is limited to certain locations - refer to the RCNJ Sterno Use Policy.
- LP Gas/Propane:** The use of LP Gas/Propane on campus for other than cooking use, such as generators (must be properly secured and roped off)

Flame Resistant Certifications Required

- Pipe & Drape:** Must obtain a Certificate of Flame Resistance from the vendor. Cannot block any fire alarm devices or any EXITS or EXIT signs.
- Skirts for tables, platforms and stages:** Must obtain a Certificate of Flame Resistance from the vendor.
- Decorative Materials:** Must obtain a Certificate of Flame Resistance from the vendor. Cannot block any fire alarm devices or any EXITS or EXIT signs.

- **Floor Plans:** A floor plan of reasonable quality and clarity is required for each event. Floor plans must be submitted to the College Fire Marshal. Means of egress cannot be blocked at any time. Exit signs must be clearly visible. Attendance may not exceed the permitted occupancy limits.
- **Crowd Manager:** A Crowd Manager is required to be on site for all events with attendance or occupancy >1000 people.
- **Prohibited Items:** Smoke/Fog/Mist Machines, Sparklers/Pyrotechnics, Weapons (real or imitation), Live Vegetation: Holiday Trees, Corn Stalks, Hay Bales & Straw.
- **Fire Safety Policies and Procedures:** Further information in connection with Fire Safety Policies and Procedures is located at the following address: <https://www.ramapo.edu/ehs/fire-safety/>

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner or event sponsor, or duly authorized to act on the owner or event sponsors behalf, and as such hereby agree to comply with the applicable requirements of Ramapo College of New Jersey, the NJ Uniform Fire Code, as well as any specific conditions imposed by the Division of Fire Safety or the College Fire Marshal.

SIGNATURE: _____

DATE: _____