



Open Flame Ceremony Permit

Requestor Name (Please Print):	Requestor Phone Number:	Today's Date:	
Requestor Affiliation to Campus: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff	Requestor Email Address:	Campus Affiliated Organization: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Location (Be specific; Building, Room Number):		Type of Event:	
Date(s) of Event:	Start Time of Event: AM PM	End Time of Event: AM PM	
Minimum Expected Attendance	Maximum Expected Attendance:	Approximate age of attendees: <input type="checkbox"/> < 17 <input type="checkbox"/> 17 or greater	
Type of Permit Requested: <input type="checkbox"/> Candle Use <input type="checkbox"/> Incense – Type: _____ <input type="checkbox"/> Other _____			
Brief Description of Ceremony: 			

I understand that if the permit is approved, I must meet with Housing and Residential Education (or appropriate department) to develop a plan for the ceremony. I agree to abide by the Open Flame Ceremony Procedure and any additional requirements listed below (after approval).

Requestor Signature	Date
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The permit must be completed and submitted to the Environmental Health and Safety office a minimum of ten (10) days prior to the ceremony date.

**Send Completed Form to UNC Environmental Health & Safety Department at
Campus Box 57 or 501 20th Street, Greeley CO 80639**

Environmental Health and Safety USE ONLY

Fire Protection System Impaired (Check all that apply):		
<input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Water Supply	<input type="checkbox"/> Duct Detection System <input type="checkbox"/> Automatic Sprinkler System	<input type="checkbox"/> Smoke or Heat Detection System <input type="checkbox"/> Other _____

Ceremony Information: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Comments: <hr/>		
EHS Review (Print Name):	EHS Signature	Date:
Additional Permit Requirements 		

Minimum Requirements: <input type="checkbox"/> UNC Police Department (970) 351-2245 shall be notified 30 minutes prior to beginning the ceremony and when completed <input type="checkbox"/> Open Flame Ceremony Procedure and Additional Permit Requirements shall be followed <input type="checkbox"/> A fire watch shall be present when the ceremony begins and until all candles, incense or open flames are extinguished and have stopped burning.		
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Send Completed forms to EHS at Campus Box 57