



## 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

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 20<sup>th</sup> Street, Greeley CO 80639

### ***Environmental Health and Safety USE ONLY***

Fire Protection System Impaired (Check all that apply):

☐ Fire Alarm System

☐ Duct Detection System

☐ Smoke or Heat Detection System

☐ Water Supply

☐ Automatic Sprinkler System

☐ Other \_\_\_\_\_

Ceremony Information:

☐ Approved

☐ Denied

Comments: \_\_\_\_\_  
\_\_\_\_\_

EHS Review (Print Name):

EHS Signature

Date:

Additional Permit Requirements

Minimum Requirements:

- ☐ UNC Police Department (970) 351-2245 shall be notified 30 minutes prior to beginning the ceremony and when completed
- ☐ Open Flame Ceremony Procedure and Additional Permit Requirements shall be followed
- ☐ A fire watch shall be present when the ceremony begins and until all candles, incense or open flames are extinguished and have stopped burning.

Send Completed forms to EHS at Campus Box 57