

## Open Flame Permit Request

**Note: Open flame permit requests must be submitted and approved by EHSREM prior to using any device requiring an open flame on Texas State University property. Please submit completed form to [ehs@txstate.edu](mailto:ehs@txstate.edu). For questions, please contact Environmental, Health, Safety, Risk and Emergency Management at 512-245-3616.**

<b>Event Information</b>		
Name of Organization or Department: _____		
Event or Activity Name: _____		
Location of Event/Activity: _____		
Date: _____		Event Start/End Time: _____
Main Contact Person: _____		
NetID/Email: _____		Phone Number: _____
Open Flame Device:		
Propane Grill	Catering Grill/Smoker	Other – TXST Tailgate
Sterno Candle (Food)	Conventional Candle(s)	

### Responsibilities and Acknowledgements

- I, \_\_\_\_\_, acknowledge the following (initial each line):
- \_\_\_\_\_ I understand that EHSREM has the right to inspect my event at any time to ensure fire safety practices are followed at all times.
- \_\_\_\_\_ I understand that the approved Open Flame Permit must be posted on-site throughout the duration of the event.
- \_\_\_\_\_ I understand that, if the event involves cooking, all adjacent areas to which sparks or heat might spread must be inspected at least 30 minutes after the event is over.
- \_\_\_\_\_ I understand that, if my event involves serving food to members of the public or is open to the campus community, I must also obtain a Temporary Food Establishment Permit through EHSREM.
- \_\_\_\_\_ I understand that I am required to obtain a fire extinguisher which must remain on-site throughout the duration of the event.

**In the event of a fire or other emergency, DIAL 9-1-1 or contact the University Police Department for non-emergencies at 512-245-2805 or EHSREM at 512-245-3616.**

Applicant Name: _____ Signature: _____ Date: _____	<b>EHSREM Approval</b> <input type="checkbox"/> Yes <input type="checkbox"/> No     Date: _____
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