

## 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.*

### Event Information

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