

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 ehsrem@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: _____

Signature: _____

Date: _____

EHSREM Approval

☐ Yes

☐ No Date: _____