



## **USE OF OPEN FLAME FOR OUTDOOR CAMPUS EVENT PERMIT**

Email Application Permit: [FES@publicsafety.upenn.edu](mailto:FES@publicsafety.upenn.edu)

Name of the Group/Event:

Site Supervisor:

Site Supervisor cellular phone number:

Site Supervisor email address:

Date of the Event:

Time of the Event:

Location:

Approximate Number of Attendees:

Approval to Use Space:

Number of Candles / Sparklers / Torches

Placement:

Total Number of Extinguishers:

**Emergency Phone: (215)573-3333**

**NOTE:** - The site supervisor will remain on site for the duration of the event and enforce safety procedures  
- Wet the wick down when finished using candle.  
- High winds and/or rain will require cancellation of candle usage.  
- Reviewed Guideline 15. Use of Open Flame for Outdoor Campus Event.

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Signature of Requestor

DATE

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Signature – Fire and Emergency Services

DATE