Special Events Review

Location / Building Name: ________________________________

Event Date/s: ________________________________

Operational Timeframe: ________________________________

Contractor: ________________________________

Phone Number: ________________________________

Email: ________________________________

MSU Contact: ________________________________

Phone Number: ________________________________

Email: ________________________________

Additional information on the above listed items may be found on MSU Safety & Risk Management’s website:

http://www.montana.edu/wwwsrm/

1. Special events are subject to compliance with the listed requirements and field inspection and/or necessary tests if applicable.

2. Licensed operators will conform to all requirements as contained in the Montana Code.

3. An inspection by the MSU Fire Marshal of the event location shall take place prior to the event occurring.

4. The MSU Fire Marshal will have the authority to supervise and inspect the event location prior to and during the event.

The following documents shall be submitted with this form:

1. Site map / layout of the event showing:

   • Location of tents, generators, cooking operations, food trucks, propane storage, stages, and/or pyrotechnic displays or devices.
   • Means of egress (aisle, control points, exits...)
   • Supplemental fire protection features (fire extinguishers and other specialty fire suppression devices)
   • Emergency response procedures.

2. Flammable and combustible liquids shall be stored in an approved manner shall not exceed 10 gallons.

3. Liquified Petroleum Gas (LPG) fired devices shall be listed, approved, and stored in an approved manner when not in use.

4. Fire department access shall be maintained at all times.

5. Copies of current applicable licenses required by the State of Montana to perform the event.

6. Necessary insurance documentation from the vendor and reviewed through MSU’s Safety and Risk Management.

Reviewed by: ____________________________________________ Date: ________________________________

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Code Reference 2012 International Fire Code Chapter 31

Last Revision 19AUG2022