

LINFIELD COLLEGE FIRE FORM

This form must be completed, routed for signatures and submitted to College Public Safety at least 1 week prior to the event.

In order to have final approval of use of fire on Linfield College campus or college housing locations, the hosting organization/department needs to fill out this form. The hosting organization/department will be responsible for obtaining all of the signatures listed on this form prior to the event. Once this form is complete it needs to be turned in to CPS. This form is required for all fires on Linfield Campus and college housing locations outside of barbeque grills.

Safety Requirements:

A hose and water supply must be present. If windy, the fire cannot be lit. The fire must be completely put out at the conclusion of the event. Additional rules may be imposed.

STEP 1: The Event

Name of Event: _____

Description: _____

Date: _____ Time: _____ a.m. p.m. to _____ a.m. p.m.

Sponsoring Organization _____

Contact Name: _____ Unit# _____ Phone: _____

Agreement: I understand that I am responsible for complying with all policies and regulations pertaining to fires. Failure to comply with the policies can result in the cancellation of this and future events.

Name _____ Date _____

Step 2: Approval

The fire that is being requested with this form will be conducted _____ (location) on the Linfield College Campus or college housing locations. This would be classed as a warming fire for the Fire Department's purposes. The fire will not exceed more than this size (WxDxH). _____

Any additional requirements should be attached. Additional Requirements Attached Y/N

1. Office of EHS _____ Date _____

2. Linfield Facilities Services _____ Date _____

(Facilities Services is required for on campus fires only.)

3. McMinnville Fire Department _____ Date _____

(McMinnville Fire Department is open M-F 8-5pm, Deborah McDermott is the contact.)

4. Director, Linfield Campus Safety _____ Date _____