

Fire and Life Safety Special Events Approval Process

REFERENCE GUIDE

September 2023

This reference guide has been developed to assist event organizers in coordinating an event in compliance with State Fire Marshal requirements.

Several special events occur on UC Irvine property that must be coordinated with and approved by the EHS Fire and Life Safety Division. The Fire and Life Safety Division will assist with an evaluation and, if necessary, provide recommendations on any hazards the event may present. By following the guidelines and requirements of this program, we can prevent the loss of life and property during campus-sponsored special events.

Fire and Life Safety: Special Events Approval Process

An application for a Fire and Life Safety Special Events can be found at the following link:

[Special Events Application \(Fire and Life Safety\)](#)

The application provides information and an online form to ensure a proper and efficient response to your request. If you are considering using food at your event in concert with a gas or propane stove heating device, Campus policy requires that you request a Temporary Food Permit. For information related to the Temporary Food Permit process, please review the [Temporary Food Facility Reference Guide](#).

Types of Special Events that require approval from the Fire and Life Safety Division include, but are not limited to:

- When conducting an event that uses a designated space outside of its normal function (i.e., using the Bren Event Basketball Court for a stage and chairs or filming on a plaza).
- An outside gathering with 50 or more participants.
- When using tents with a cumulative area over 200 sq. ft. or canopies greater than 400 sq. ft.
- When using candles or devices with open flames inside buildings (in areas not designed for equipment with open flames, i.e., Laboratory spaces).

- An event where we plan on open burning, such as bonfires.
- An event where we plan to use barbeques or grills (in an area not designed for the use of barbeques and grills). When using perishable foods, a temporary food permit is required. Refer to the Environmental Health and Safety website for further information on temporary food permits: <https://www.ehs.uci.edu/enviro-health/food-safety/food-safety-permit-process.php>

Approval Process – For a special event as listed above, the EHS Fire and Life Safety Division must approve all special events. A Special Events Application must be completed and submitted to the Fire Safety Division at least two weeks prior to the event.

Along with the application, a current event site plan must be provided to the Fire and Life Safety Division. The event site plan should include the following information:

- Type of event
- Date and time and duration of the event
- Estimated number of people attending (including staff)
- Layout of the space
- Potential hazards
- Any additional information required or requested by the Fire and Life Safety Division

The Fire and Life Safety Division will schedule and conduct a fire and life safety inspection/assessment prior to the event to review the material submitted and ensure all hazards have been considered/addressed.

For more information on the Campus Fire and Life Safety Special Events Program, please follow the link below:

https://ehs.uci.edu/programs/_pdf/fire-safety/special-events.pdf

If you have any questions, please contact EHS at (949) 824-6200 or email Fire and Life Safety at firesafety@uci.edu.

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