



Special Events Review

Safety & Risk Management • 1160 Research Drive • Bozeman, MT 59718 • (406)994-7583 • Christopher.Salter@montana.edu

Location / Building Name : _____

Event Date/s : _____ Operational Timeframe _____

Contractor: _____ Phone Number: _____ Email: _____

MSU Contact : _____ Phone Number: _____ Email: _____

----- Check All that Apply -----

- | | |
|--|--|
| <input type="checkbox"/> Enclosed tents 400 ft ² or greater | <input type="checkbox"/> Pyrotechnics, Fireworks, or Flame Effects |
| <input type="checkbox"/> Open tents 700 ft ² or greater | <input type="checkbox"/> Expected Outdoor Occupant Load 1,000 or More |
| <input type="checkbox"/> Small tents totaling 700 ft ² or greater without 12 ft of separation | <input type="checkbox"/> Air Supported Membrane Structures / Inflatables |

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

<http://www.montana.edu/wwwsrn/>

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. Liquefied 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 vender and reviewed through MSU's Safety and Risk Management.

Reviewed by: _____

Date: _____