



Richard Bland College

of WILLIAM & MARY

Open Flame Permit

Application must be filed five (5) working days before event

In accordance with the College's "Open Flames on Campus" policy, a permit is required before the ignition of any open flame on College property. The following is a list of some examples of activities that require an open flame permit:

- Campfire or fire pit
- Bonfire
- Artwork and/or performances involving flames
- Cooking involving flames indoor and outdoor
- Torches and cressets
- Religious ceremonies and/or activities involving open flames, candles, or incense

Event Name	
Organization	
Event Sponsor Name	
Event Sponsor email address/telephone	
Date and Time of Event (Start and End Time)	
Request Narrative (describe event fully)	
Date of Application	
Signature of Sponsor	

Requirements and Restrictions: Permit holder agrees to abide by the Virginia Statewide Fire Prevention Code, Title 13, Agency 5, Chapter 51 of the Virginia Administrative Code, §§ 13 VAC 5-51-11 *et seq.*, and any special stipulations noted on the permit, as well as the following:

1. **Location** – Fires in approved containers may be permitted, provided that such fires are not less than 50 feet from any structure. Extreme caution shall be used to prevent the ignition of any nearby trees or foliage, grasslands, vehicles, or equipment, or any other objects adjacent above or below the area of the fire.
2. **Materials** – Unless otherwise preauthorized in writing by the Department of Campus Safety and Police, fuel for fires shall consist only of seasoned dry firewood and shall be ignited with a small quantity of paper. Do not use flammable or combustible liquids or gases, reactive chemicals, rubber, plastics, or other unapproved methods of ignition.
3. **Attendance** – Any open flame shall be constantly attended until the fire is extinguished. At a minimum, the permit requestor shall be at the permitted event to ensure adherence to the permit conditions.
4. **Fire Suppression** – One of the following, or equivalent, shall be available immediately and ready for use in the area of the fire:
 - At least one portable fire extinguisher, 10 pound ABC multi-purpose dry chemical; or
 - Other approved fire extinguishing equipment, such as dirt, sand, water barrel, garden hose to be provided by requestor.

Dinwiddie or Prince George County shall be notified by the Department of Campus Safety and Police to be on-site prior to an open flame burning, as required.

5. **Training** – Portable fire extinguisher training is required for those supervising an open flame event. If you have not received this training, please make arrangements through the Department of Campus Safety and Police.

Email this application to police@rbc.edu, or drop it off at the offices of the Department of Campus Safety and Police, 502 Carson Drive. You will be notified when the request has been approved.

Event Approval Signature/Date	
Event Disapproved Signature/Date	