Special Events Assembly Checklist

Location: ______________________  Date(s) of Operation: ______________________

Organizer / Responsible Person: ____________________________________________

The following requirements will be used for guidance in the issuance of a fire department permit for dances, carnivals, flea markets or similar events which are open to the public and set up inside a structure not designed for these specific uses, per 2010 Oregon Fire Code (OFC) section 105.6.34.

Initials (Applicant)

_____________  The total number of occupants in the facility at any time shall be limited to a number determined by the Fire Prevention Bureau.

_____________  No open-flame devices or temporary heaters are allowed in the occupancy.

_____________  Use of untreated combustible material is prohibited. All combustible material shall be treated or protected so that it is essentially rendered and maintained flameproof in a manner acceptable to the Fire Prevention Bureau. This includes all harvest decorations such as cornstalks, dry branches, and hay.

_____________  Exits shall be a minimum of 3 feet wide and 6 feet, 8 inches high. Each exit shall have exit signage as per Fire Prevention Bureau requirements.

_____________  Blocking, locking or in any way impeding ready access to any marked or required exit is prohibited. All exit ways shall be kept clear of any obstructions or storage.

_____________  A sufficient number of fire extinguishers shall be provided to ensure that the maximum travel distance to any extinguisher does not exceed 75 feet. The minimum acceptable rating (size) is 2A:10B:C. All fire extinguishers shall be mounted in a conspicuous location. Staff members shall be instructed in the proper use of the extinguishers.

I have read and understand the above listed conditions and will comply with these requirements.

Signature  ________________________________  Date  ______________________

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