



General Assembly/Fire Permit process

Fire Permit

- The Fire Permit box on the form should be checked when using a BBQ, an open flame, multi-electrical outlets, or a generator. No liquid fire starting shall be allowed. A fire extinguisher shall be needed at the event. Any of the aforementioned uses must be approved by the Fire Marshall Inspector.

General Assembly

- The General Assembly box should be checked for use of a canopy or tent
- Canopies used on campus must be approved by the Fire Marshall Inspector, and have a Certificate of Flame Resistance. If this certificate cannot be produced, or there is no Warning Label affixed to the canopy, the vendor or sponsor will be required to physically take the canopy/tent to the Fullerton Fire Department for Inspector approval.

Addendum(s)

- Once the Permit has been approved, it may added to, deleted, or revised. Using a new General Assembly/Fire Permit form, check the Addendum. Box.
 - Once the appropriate campus approvals are obtained, Master Calendar will fax the request to the Fullerton Fire Department for processing. Final approved copies will be distributed to the sponsor of the event, as well as kept on file in the Master Calendar office. Addendum approvals will need to be obtained 5 days prior to the event date.

Procedure

- Client may find the Fire Permit form on the Fullerton College Master Calendar website, under *Links*.

(See picture on the next page)

Browse My Account Links

- * 501(c)(3) Documentation
- * Board Policy
- * Parking Information
- * Proof of Insurance
- + Form: Fire Permit**
- OUTREACH Custom Link
- + Form: Catering Order Form
- + Form: Distribution Materials
- + Form: Facility Usage Contract
- + Form: Statement of Responsibility

PLEASE NOTE:
Reservations must be made at least 6 business days in advance for all you, Fullerton College Master Calendar

WELCOME TO THE MASTER CALENDAR

The calendar will allow you to:

- Search for upcoming events
- Book an Event
- Check availability of a Facility for an Event

- Client completes the form, attaching maps of the area BBQ, Canopy/Tent, etc. being used, making sure to mark North on the map for the Fire Department.
- Client/Sponsor/Program Advisor needs to sign the form before submitting to Master Calendar.
- Form is sent to the Master Calendar Coordinator who reviews the form and makes sure the information is on the Master Calendar, and matches the completed Fire Permit form. Master Calendar signs the form. Copies are made for MC file.
- Client can either hand carry the form to the Facilities Director for approval, or Master Calendar will mail the copies to Facilities Director.
- Facilities Director approves the Fire Permit form and returns to Master Calendar.
 - If client hand carries form to Facilities, then client can also drive over the Fullerton Fire Department to drop off the form.
- Once the fire permit has been approved on campus, it is the event sponsor's responsibility to deliver the form and attachments, to the Fullerton Fire Department for approval. Approved copies will need to be presented to the Master Calendar Coordinator, 5 business days prior to the event date.
- Once the Fullerton Fire Marshal Inspector approves the form, he will make extra copies and stamp them. He will either mail or fax the set of paperwork back to Master Calendar, or give them to the client to return to Master Calendar.
- Once Master Calendar has the approved copies from the Fire Marshal, an approved copy goes to the following:
 - Master Calendar file
 - Client
 - Facilities Director
 - Campus Safety
 - Division Office, if applicable