

SPECIAL EVENTS PERMIT APPLICATION CHECKLIST

Facilities Reservations
25800 Carlos Bee Blvd., Hayward, CA 94542

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Cecilia.grima@csueastbay.edu

Today's Date: _____

Location: _____ Date of Event(s): _____

Requester (print name): _____ Sponsor/Organization _____

This application should be received by University Facilities Rentals 40 days prior to the event.

The department or organization sponsoring the event is responsible for providing the following information:

FIRE AND LIFE SAFETY

Jurisdiction: California Office of the State Fire
Articles 25 and 32 of California Fire Code, Title 19
& 25 - and Health and Safety Codes

Yes	No	
		Number of occupants will exceed (50)
		Tables and chairs for more than (50)
		Canopies exceed 400 sq. ft.
		Tents & temporary structure exceed 200 sq. ft.
		Seating arrangement within structure
		Cooking and/or heating planned
		Fire works, open flames or hot objects
		Generators for electrical service planned
		Plans will have impact on existing Fire Lane
		Access to Fire Apparatus will be affected
		Exit signs and illumination plans not known
		Permanently affixed tent and/or temporary structure unknown
		Plans will impact exit width for the assembled
		Means of egress from within structure unknown and/or unplanned

STRUCTURAL PLANS

Jurisdiction: Seismic Review Board (SRB)

Yes	No	
		Tent/canopy structure using greater than 2.5" diameter steel members as framing members
		Tent/canopy structure higher than 10 ft.
		Raised platform structure 30" above grade (Stage)
		Wall mounted devices/appendages weighting more than 25 lbs

ACCESSIBILITY

Jurisdiction: Division of State Architect/OSFM/CSUEB

Yes	No	
		Raised platform structure exceeds 1/2 inch above grade
		No planned access from parking area
		Items to be mounted on wall exceeding 3" from the surface of the wall
		No planned ramp design

FEES: Due to the temporary nature of the project/event - Compliance for accessibility will be reviewed by Planning, Design & Constr. Vendors shall set aside a budget for fees related to possible Structural review should it be deemed necessary. The exact amount of fees will depend upon the complexity of the structural installation. Structural review shall be by the CSU Peer Reviewer and/or by University contracted Campus Engineer. Fees shall also be assessed for State Fire Marshal Plan review and Field inspection and any time expended by Planning, Design & Construction staff as applicable.

The Deputy State Fire Marshal or Building Official may require structural plans, computations and specifications to be prepared and designed by an engineer licensed by the State.

COOKING BOOTHS: Vendor shall submit the "Responsible Vendor Form for Outdoor Cooking Booth" form to Cecilia Torres in Facilities Reservations Cecilia.grima@csueastbay.edu

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Signature _____	Date _____
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