

**SPECIAL EVENTS PERMIT APPLICATION CHECKLIST**

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

Contact: Cecilia Grima-Torres  
Phone: (510) 885-3681  
[rentals@csueastbay.edu](mailto:rentals@csueastbay.edu)

[Cecilia.grima@csueastbay.edu](mailto:Cecilia.grima@csueastbay.edu)

Today's Date: \_\_\_\_\_

Location: \_\_\_\_\_ Date of Event(s): \_\_\_\_\_

Requester (print name): \_\_\_\_\_ Sponsor/Organization \_\_\_\_\_

*This application should be received by Planning, Design & Construction a minimum of two weeks 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

**NOTE:** If you have marked "yes" to any of the above, please make an appointment with the Planning, Design & Constr. FM office to confirm the Scope of Approval process. Contact (510) 885-3968.

**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 Planning, Design & Constr. FM office for approval. This form is available in Facilities Reservations (510) 885-3681 or Planning, Design & Constr. FM at (510) 885-3968

**THIS FORM, WHEN SIGNED BELOW BY THE REQUESTER, WILL AID THE PLANNING, DESIGN AND CONSTR. OFFICE TO ASSESS WHETHER ANY SUBSEQUENT PLANS AND CALCULATIONS ARE GOING TO BE REQUIRED FOR A PERMIT.**

Signature \_\_\_\_\_ Date \_\_\_\_\_