Fraternity & Sorority Life - Social Event Fire & Electrical Rules

This form must be read, signed and turned in to the coordinator for student involvement & leadership 2 weeks prior to the event.

Fraternities & Sororities will follow precautions listed in the Social Event Fire & Electrical Rules to ensure your group’s safety, the safety of guests and University property.

Fire Rules:

(1) Smoking **WILL NOT** be permitted in the building per University policy.
(2) Open flames, (candles, and incenses) fireworks, lanterns or bottled gas (including propane) **WILL NOT** be allowed.
(3) Oil-based paints, stains and any flammable spray material **WILL NOT** be used. This includes foam materials in pressurized cans.
(4) Decorations and furnishings of an explosive or highly flammable character **WILL NOT** be used.
   a) Decorations and furnishings fire-retardant coatings shall be maintained so as to retain effectiveness under actual use.
   b) Curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall be flame resistant and have paperwork showing fire retardation rating. Paperwork to show retardation must be submitted to the Coordinator for Student Involvement & Leadership with submission of this form.
   c) Failure to submit paperwork may result in building closure until the material is proven to be fire-retardant or removed if not. In addition, it may be necessary to pass a physical fireproof inspection conducted by the University Environmental Health & Safety Office or the Clayton Fire Marshall.
   d) Even though the buildings are sprinkled, decorations must be fire resistant. Decorations are recommended to not cover more that 10% of the walls. If the event has more than 10% of the walls covered, the Coordinator for Student Involvement & Leadership needs to be informed at the time of submission of the is form and approve the exception. **Staff Initials**
   e) Following are examples of materials that are prohibited from use: Straw, trees, branches, muslin, garbage bags, paper-mache products, plastic products and any tenting material that is not accompanied by paperwork showing fire retardation rating.
(5) Decorations and furnishings will only be allowed in “common” areas of the building and not individual living quarters.
(6) Decorations and furnishings **WILL NOT** be allowed in any exit/access corridor or stairway, nor will they obstruct the visibility thereof.
(7) Decorations and furnishings **WILL NOT** obstruct any exit/access door to the building (interior or exterior).
(8) Decoration and furnishings **WILL NOT** cover or block any exit/egress doors, lights, exit-light, fire extinguisher, fire alarm pull stations, smoke detector or sprinkler head.
(9) Ceiling tiles **WILL NOT** be removed, penetrated or altered from their original position on the ceiling.
(10) Smoke making or producing machines WILL NOT be used in the building.

(11) Automatic Sprinkler systems or their sprinkler heads WILL NOT be covered, used to hang items from, or tampered with in any manner so that they will not activate or work properly in the event of a fire.

(12) Fire Alarm Pull Stations and Detection systems WILL NOT be tampered with, disarmed, or disabled so that they will not activate in the event of fire or smoke.

(13) Smoke Detection systems WILL NOT be tampered with, disarmed, or disabled so that they will not activate in the event of smoke in the building.

(14) Fire rated doors in the building will not be held or propped open in any fashion that will not allow them to close automatically in the event of a fire.

(15) Occupancy of events within chapter house is 150 guests plus membership of the hosting organization unless approved by the Coordinator for Student Involvement & Leadership

Electrical Rules:

(1) Industrial 3-pronged extension cords MAY BE USED TEMPORARILY (the event only) on the interior or exterior of the building. Power strips with surge protection are recommended for indoor use only. Extension cords must have the proper wire gauge to carry the amperage load. Ground fault interrupter should be used.

(2) If additional lighting is to be used during a party it must be installed by either University Maintenance or a contracted and certified electrician. A document to show who installed the wiring must be available at the site of the social event.

(3) Lights and emergency lighting WILL NOT be replaced with blue or black lights.

I HAVE READ, UNDERSTAND AND WILL ENSURE COMPLIANCE WITH THE SOCIAL EVENT FIRE & ELECTRICAL RULES

CHAPTER: ___________________ DATE OF EVENT: ___________________

SOCIAL CHAIR ___________________ DATE: ___________________

HOUSE MANAGER ___________________ DATE: ___________________

Reviewed 1/7/15