



**NORTHEASTERN UNIVERSITY PUBLIC SAFETY DIVISION
FIRE SAFETY UNIT
100 COLUMBUS PLACE**

PHONE: (617) 373-2696 FAX: (617) 373-5761

APPLICATION FOR AUTHORIZATION TO BARBEQUE OUTDOORS

*** PLEASE VERIFY SPACE AVAILABILITY BEFORE SCHEDULING AN EVENT ***

DATE SUBMITTED: _____

ORGANIZATION/DEPARTMENT: _____

CONTACT PERSON: _____ FACULTY / STAFF / STUDENT
(PLEASE CIRCLE ONE)

TELEPHONE: _____

E-MAIL ADDRESS: _____ FAX NUMBER: _____

STUDENT ACTIVITIES PROGRAM ADVISOR (**Signature Required**): _____

DATE OF BBQ: _____ START TIME: _____ END TIME: _____

PLACE OF EVENT: _____

NUMBER OF PEOPLE ANTICIPATED: _____

NATURE OF THE EVENT

Describe All Aspects of Event. Be Sure to Include Reason for Event and Any Non-BBQ Elements (e.g. DJ Music, Recreation, Performers)

COOKING EQUIPMENT: CHARCOAL GRILL (#) _____ GAS GRILL (#) _____
Charcoal & grill can be arranged through Sean Rooney, (617) 373-2530, 11 Speare Place, Dining Services.
There is a \$50 deposit for the grill, which will be refunded when the grill is returned.

IMPORTANT NOTE: Fire Extinguishers must be on hand for all barbeques and will be located in the Public Safety Substation at Forsyth Circle under the Ruggles T-Station for pick-up. Please contact Fire Safety at (617) 373-5889 for instructions.

ALL fields must be completed. Send completed form to the attention of the Fire Safety Unit at 100 Columbus Place or fax (617) 373-5761 no later than (5) working days in advance of event. Within (5) days, please walk form to Public Safety Office, 100 Columbus Place.

FIRE SAFETY AUTHORIZATION

Authorized By: _____

Date Authorized: _____

CC: Fire Safety Office; Patrol Supervisors; and the Assistant to the Director
(Attach One Copy to Appropriate Fire Extinguisher at Public Safety Substation)