



## BUILDING & SAFETY/FIRE LIFE SAFETY DIVISION

### PLEASE EMAIL EVENT INQUIRIES TO:

Campus Fire Marshal- Gavin Ketcheside [gavin.ketcheside@ucr.edu](mailto:gavin.ketcheside@ucr.edu)

Permit Program Manager-Mary Ramirez [mary.ramirez@ucr.edu](mailto:mary.ramirez@ucr.edu)

### OUTDOOR SPECIAL EVENT SUBMITTAL REQUIREMENTS

(Not all Events will require a Permit)

Building & Safety Permitting & Inspection Portal: <https://www.citizenserve.com/ucr>

- ✓ Login and register to create a user name and password
- ✓ Click HOME to Apply for Campus Building Permit and select Subtype SPECIALEVENT.
- ✓ Complete application and upload the required documents in pdf format.
- ✓ If you do not have a Project # or Work Order # enter 111027.
- ✓ Allow 14 business days for initial plan review/+ 10 days for recheck

**\*\* IMPORTANT! PLEASE BE SURE TO SUBMIT FOR NEEDED IOR AND FLS INSPECTIONS 48 HOURS IN ADVANCE OF SCHEDULED EVENT\*\***

- ✓ Click "My Requests" and the select your assigned permit number listed.
- ✓ Select "Request Inspection" and Submit for **BOTH** a Special Event Inspection & FLS - Special Event Inspection

**\*\*\* PLEASE CHECK ALL BOXES THAT APPLY TO YOUR EVENT AND UPLOAD REQUIRED DOCUMENTS WITH YOUR APPLICATION\*\*\***

<b>EVENT DESCRIPTION</b>	<input type="checkbox"/> Submit detailed description of event, date & time, designated UCR contact and estimated guests
<b>SITE MAP</b>	<input type="checkbox"/> Provide expanded view site map that shows the actual UCR site map area of the event site and surrounding areas including fire access roads, surrounding buildings and area where the attendees will be assembling. Click for <a href="#">UCR Campus Map</a>

<b>EVENT LAYOUT</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide Legend of symbols</li> <li><input type="checkbox"/> All fire lanes, fire hydrants and Fire department connections must remain unobstructed and shown on site plan</li> <li><input type="checkbox"/> Identify entrance and exit to parking</li> <li><input type="checkbox"/> ADA parking</li> <li><input type="checkbox"/> Fire Department access location</li> <li><input type="checkbox"/> 20' foot Fire Access gates</li> <li><input type="checkbox"/> Canopies</li> <li><input type="checkbox"/> Chairs and aisles (ADA)</li> <li><input type="checkbox"/> Fencing - including gates for fire/Ems access</li> <li><input type="checkbox"/> Fence Signage may include "fire access" "fire extinguishers"</li> <li><input type="checkbox"/> Stage or temporary structures (Tents and canopies must be flame resistant)</li> <li><input type="checkbox"/> Watering stations (how many)</li> <li><input type="checkbox"/> Restrooms (how many)</li> </ul>
<b>Equipment-</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure placement of equipment/tents have no impact to UCR utilities/tunnels</li> <li><input type="checkbox"/> Use of UCR personnel lifts, vehicles, scaffold, or material handling equipment is not allowed by vendors unless specific approval has been granted by the UCR Safety Engineer. Vendors should bring/rent their own equipment.</li> <li><input type="checkbox"/> No UCR personnel may use personnel lifts, vehicles, scaffold, or material handling equipment provided/rented the production company without specific approval by the UCR Safety Engineer.</li> <li><input type="checkbox"/> Vendors must provide proof of trained and authorized users for equipment planned for use on UCR property where it is required by Cal/OSHA regulation (aerial lifts, forklifts, scaffold, etc.)</li> <li><input type="checkbox"/> Vendors are required to operate in compliance with all UCR safety programs and Cal/OSHA regulation.</li> <li><input type="checkbox"/> Electrical shut-down of and/or electrical tie-in to UCR power or equipment must be done in coordination with UCR Facilities Services.</li> </ul>
<b>TEMP ELECTRICAL POWER</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify power source</li> </ul>
<b>PORTABLE GENERATOR</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Requires use and storage, signage approval</li> </ul>
<b>FENCE/GATES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit specifications along with signage</li> <li><input type="checkbox"/> Fence Plans should be submitted for access and egress evaluations per CFC</li> </ul>
<b>RESTROOMS</b>	<ul style="list-style-type: none"> <li>➤ Estimates vary greatly – 1000-3000 Accommodations will be figured on the higher number of 3000 which affects the number of restrooms and ADA restroom count.</li> </ul>

**STATE RIDES**

- Submit copies of State permits

**Ride Provider Responsibility:**

- Generators must be approved by DCFM as noted above.
  - Must have approval from UCR Facilities Services Landscaping
  - Sprinklers must be off beginning 48 hours in advance (or as recommended by Facilities Services) and remain off through the removal of the unit. Submit a Facilities Services work order for this in advance.
  - Must be placed on level turf covered ground (less than 5% grade) 15 feet minimum from concrete walkways and structures.
  - Must be clear of overhead obstructions like trees or awnings.
  - Verification the site is adequate for ride operation and meets the manufacturer's requirements.
  - All required safety checks performed prior to opening the ride.
  - Checklist to document performed inspections.
  - Provide an emergency plan to rescue stranded riders in the event of power loss or another emergency.
  - Assurance If at any time the ride breaks it must be shut down immediately.
  - Repairs made on site "if manufacturer approved parts" are available.
  - If repairs are done, the safety checks should be completed prior to re-opening the ride.
- **EH&S will not conduct an additional inspection on the day of the event.**

<p><b>LARGE INFLATABLE RIDES</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Generators must be approved by DCFM as noted above.</li> <li><input type="checkbox"/> Must have approval from UCR Facilities Services Landscaping</li> <li><input type="checkbox"/> Sprinklers must be off beginning 48 hours in advance (or as recommended by Facilities Services) and remain off through the removal of the unit. Submit a Facilities Services work order for this in advance.</li> <li><input type="checkbox"/> Must be placed on level turf covered ground (less than 5% grade) 15 feet minimum from concrete walkways and structures.</li> <li><input type="checkbox"/> Must be clear of overhead obstructions like trees or awnings.</li> </ul> <p><b><u>Ride provider Responsibility:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure units are installed and used in accordance with the manufacturer's instructions</li> <li><input type="checkbox"/> That all manufacturer provided tie down points are secured as specified.</li> <li><input type="checkbox"/> A safety inspection prior to opening the ride.</li> <li><input type="checkbox"/> If any straps are unable to be fully secured the ride should not be opened and cancelled.</li> <li><input type="checkbox"/> Keep the ride in a clean sanitary condition throughout the event.</li> <li><input type="checkbox"/> Manage the number of riders to stay within the manufacturers recommended max occupancy.</li> <li><input type="checkbox"/> Enforce weight, height, and age restrictions per manufacturer instructions or UCR direction if more restrictive.</li> <li><input type="checkbox"/> Have a plan for safe rescue of injured riders.</li> </ul> <p>➤ <b>EH&amp;S will not inspect the ride on the day of the event. The vendor is responsible to ensure safety for all users of the ride.</b></p>
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<b>DUNK TANKS</b>	<p>➤ <b><u>Dunk Tank Safety Guidelines</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Before approval of a dunk tank, a layout showing the placement of the dunk tank must be submitted to <a href="mailto:facilities@ucr.edu">facilities@ucr.edu</a>, <a href="mailto:ehssafety@ucr.edu">ehssafety@ucr.edu</a>, and <a href="mailto:risk@ucr.edu">risk@ucr.edu</a> for review.</li> <li><input type="checkbox"/> Because large amounts of water will spill out of the tank during its operation, the dunk tank must be placed in a location that has grass, is away from trees, provides quick drainage of the water, away from walkways and away from electrical sources. Cost to repair any damage to the landscaping will be recharged to the event organizer.</li> <li><input type="checkbox"/> Dunk tanks must be rented from a vendor. Homemade dunk tanks are not allowed.</li> <li><input type="checkbox"/> The area behind the dunk tank must be barricaded with a backdrop to contain the wild throws and prevent people from walking behind.</li> <li><input type="checkbox"/> Dunk tanks must only be filled with potable water. Contact UCR Landscape Services for assistance.</li> <li><input type="checkbox"/> To prevent possible injuries from a slip and fall, event organizers must keep the splash area around the dunk tank clear of observers and participants. The area where the ladder is located must also be clear to allow quick entry into the tank, in the event of an accident or injury.</li> <li><input type="checkbox"/> Once setup of the dunk tank is complete, both the event organizer and the ride vendor must thoroughly inspect the tank for any hazards or damage that could be present, such as sharp edges, loose screws or bolts, or unsteady frame, and both must approve of the safety of the ride before operation begins. If possible, a test operation is recommended before the ride opens to participants.</li> </ul>
<b>STAGE</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit construction plans which are stamped and approved with Engineer approval for the State of California and Calculations.</li> <li><input type="checkbox"/> Identify power source</li> </ul>
<b>FOOD TRUCK</b>	<p>➤ Inspections conducted by EH&amp;S/Fire.</p>
<b>COOKING/OR OPEN FOOD</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Requires EH&amp;S/UC Riverside Campus Fire approval and proper fire extinguishers, signage.</li> </ul>
<b>FOOD VENDORS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit necessary food permit requests to <a href="https://ehs.ucr.edu/food-permit">https://ehs.ucr.edu/food-permit</a></li> <li><input type="checkbox"/></li> </ul>
<b>FIREWORKS, PYROTECHNICS OR BONFIRES</b>	<p>➤ Requires UC Riverside Fire Marshal approval and internal coordination with Riverside Fire Department (RFD) for stand by time 1 hour before/time of event and 1 hour after event.</p>

<b>UCR PD</b>	<ul style="list-style-type: none"> <li>➤ Notify PD of large events</li> <li>➤ Need to be mindful of public gatherings policy and free speech amendments.</li> </ul>
<b>TAPS</b>	<ul style="list-style-type: none"> <li>➤ UCR's parking facilities do not contain potable water. Non-potable water cannot be used for events or services.</li> <li><input type="checkbox"/> Parking lot usage for guest parking and event hosting space requires an Event Parking Agreement. Submit recharge to Event Parking.</li> <li><input type="checkbox"/> Events hosted in parking facilities will require waste collection and litter cleaning through a Recharge to UCR Facilities Services</li> </ul>