



BONFIRE REQUEST FORM

Name of Event: _____

Date of Event: _____ Start Time: _____ End Time: _____

Lighting of Fire (time): _____

Location: The Cove

Description of Event: _____

Sponsoring Department/Club/Organization: _____

A copy of the burn permit, obtained from the Fort Wayne Fire Department, must be attached with this request. Permit processing may take up to two weeks.

By submitting this request form the sponsoring departments, club, or organization is affirming that they have read, understand and have had all questions regarding the USF Bonfire Policy answered and further agree to abide by the Bonfire Policy

Signature of Sponsoring USF Employee: _____ Date: _____

Contact Information of USF Employee: (____) _____ Printed Name: _____

Signature of Requestor (if different): _____ Date: _____

Contact Information of Requestor: (____) _____ Printed Name: _____

(FOR OFFICE USE ONLY)

For student events:

Approved

Denied // Rationale: _____

Signature: _____ Date: _____
Associate Dean of Students (or designee)

Signature: _____ Date: _____
Facilities and Events Manager (or designee)

Forward completed form to Deb Bragg, Facilities and Events Manager. The reservation for the Cove cannot be confirmed until this completed form and FWFD Burn Permit is received by Facilities and Events.