

|                                     |                            |  |  |
|-------------------------------------|----------------------------|--|--|
| Date of Request:                    |                            | Date of Event:   |  |
| Sponsoring Organization:            |                            |  |  |
| Representative:                     |                            | Contact Number:  |  |
| UTA Advisor / Staff:                |                            | Contact Number:  |  |
| Event Location:<br>(please specify) |                            |  |  |
| Event Time:                         | Start:                     | <input type="checkbox"/> AM <input type="checkbox"/> PM  | End:   |
|                                     |                            |  | <input type="checkbox"/> AM <input type="checkbox"/> PM  |
| Grill Type:                         | Charcoal:                  | <input type="checkbox"/> NO <input type="checkbox"/> YES | Propane:   |
|                                     |                            |  | <input type="checkbox"/> NO <input type="checkbox"/> YES |
|                                     | Other:<br>(please specify) |  |  |

This form must be completed and returned to the Environmental Health & Safety Office 48 hours prior to the event. Applicant understands that all arrangements for event support (e.g. electricity, stage, tables, and labor) must be made at the expense of the sponsoring organization. Applicant further understands the grilling location must be available for inspection by an EH&S representative prior to the event and that applicant must arrange to have all safety equipment in place at the time of inspection, including portable fire extinguisher(s), appropriate to the event activities.

Applicant hereby represents full and complete disclosure of all information which might be pertinent to the University's consideration of this application. Applicant concurs all statements and information are true and correct. Applicant further agrees to observe all University policies and regulations.

I have received, understand, and will comply with all safety precautions related to this grill permit.

\_\_\_\_\_

Applicant Signature Print Name Date

**Completion of application does not guarantee a permit will be granted.**

*Email the completed form to [ehsafety@uta.edu](mailto:ehsafety@uta.edu).*

**THIS SECTION TO BE COMPLETED BY EH&S**

|                    |  |              |   |
|--------------------|--|--------------|---|
| Location Approved: | <input type="checkbox"/> NO <input type="checkbox"/> YES | Valid Until: |   |
| Comments:          |  |              |   |
| Date Issued:       |  | Time:        | <input type="checkbox"/> AM <input type="checkbox"/> PM |
| EH&S Signature:    |  | Date:        |   |

**CHARCOAL AND PROPANE GUIDELINES**

- Inspect and clean any grease or fat from the grilling surface and trays below.
- Ensure the grill is in good condition with no damage. Place grill on a flat paved surface.
- Barbecue grills shall be at least 20 feet away from the activity and from combustible materials, buildings, tents, etc.
- A 10 lb. ABC fire extinguisher will be available for pickup at the University Center Information Desk to be used at the location of the grill.
- The person who obtains the grilling permit will be instructed on how to operate the fire extinguisher and shall be present at all times during grilling and as long as the grill is hot.
- Have a means of contacting UT Arlington Police to report a fire (i.e. cell phone or code blue station).

**In case of fire, contact UT Arlington Police  
For Emergencies call 817-272-3003.**

**PROPANE GRILLS**

- If using a propane grill inspect ALL fuel supply hoses for leaks before lighting grill. Any leaks must be corrected before lighting grill. (Use soapy water to brush on fuel line fittings to test for leaks)
- Never start a gas grill with the lid closed.
- Propane grills/tanks must be removed from the campus after each use.

**CHARCOAL GRILLS**

- **ONLY** self-lighting charcoal shall be used. Lighter fluid, paper, wood, etc., shall not be used.
- Never dispose of charcoal in trash cans or on the grass.
- A metal container must be on site to dispose of used charcoal (supplied by EH&S)  
(Please pour water on the hot coals in the metal container and call 817-272-2185 for pickup).