SPECIAL EVENT INFORMATION FORM/PERMIT FORM

Event Name: ________________________________________________________________
Facility or Location of Event: ______________________________________________________
Department Name: _____________________   Department Representative: _________________________
Department Representative Phone: ____________________
Event Date(s) ________________________Event Hours________________________
Event Decorator/Theme: ________________________________________________________
(Please attach scale drawings showing seating layout, crowd control measures, restrooms, etc.)
Set-Up Date & Time: ___________________________________________________________
Type of Function: _____________________________________________________________
Seating Type: _________________________________________________________________
Anticipated Number of Occupants: ________________________________
Number of Crowd Managers to be provided: ________________________________
List all Special Hazards (i.e. Pyrotechnics, Fog Generator, Decorative Material, Flame Retardant,
Decorative Lighting or Open Flame*): ____________________________________________
____________________________________________________________________________
* Additional Details May be requested prior to approval

I understand that a pre-event, on-site inspection will be done by University of Nebraska Building and Fire
Safety and that if I do not comply with the NFPA 1, the Uniform Fire Code, any permit issued may be revoked.

Printed Name of Applicant_________________   Applicant Signature___________________ Date _________

* * * FOR OFFICIAL USE ONLY * * *
PERMIT # ___________ DATE INSPECTED _________________   Inspected By: _______________________
Special Request/Notes: ___________________________________________________________________
This Permit Valid From: ______________ To: _______________________
Approved By: _______________________________   Date __________________________

Please email, hand deliver or FAX to:
University of Nebraska Building and Fire Safety
buildsafe@nebraska.edu
1901 Y Street
Lincoln, NE 68588