

MASSACHUSETTS INSTITUTE OF TECHNOLOGY

BARBECUE APPLICATION

Process:

1. Register your event. For students: <http://web.mit.edu/slp/events/registration.shtml> For staff: <http://web.mit.edu/infocenter/eventreg.html> If this event does not need to be registered, contact MIT Police to determine if they need to sign this form and/or assign a police detail.
2. Obtain permission to use the location. Campus Activities Complex <http://mit.edu/campus-activities/www/> reserves many outdoor event locations. CAC and Grounds make a joint decision on requests to use Kresge Oval and lawns in the vicinity. Housing locations must be approved by both Grounds Services and the House Manager, who also makes your reservation. Use this form for any location except the permanent grills behind Kresge.
3. Contact the EHS Safety Program if you have questions after you review the safety precautions listed on <http://web.mit.edu/environment/ehs/topic/barbecue.html>
4. Download, save, and complete this form as a word document. This preferred method because hand-writing is barely legible when the document has been faxed a few times.
5. Email or deliver a hard copy to the offices listed below for their approval. Signatures may be hand-written, electronic, or typed in. **The Grounds Services Supervisor signs this form after the EHS Office has signed.**
6. If you are hiring a caterer who will use propane, the event sponsor and the caterer must send their propane cooking safety plan to the Cambridge Fire Department to obtain a permit and hire a fire fighter detail. This process may take a week or more. Obtain this template from the EHS Office.
7. The approved form must be displayed during the event.
8. If you require outside cleanup assistance for your event, trash and/or recycle barrels or hose hook up, Please submit an SAP online requisition (http://web.mit.edu/sapweb/PS1/procurement_home.shtml We are an internal provider listed as "The Department of Facilities Services"). For hourly costs, contact the Grounds Office directly at 3-6350 for a quote.

Organization/Dept. sponsoring this event: _____
 Your name, email address and Phone # _____
 Date Of Event: _____ Start Time: _____ End Time: _____
 Location: _____ Describe the Event: _____
 Estimated # attending: _____ Type of fuel that will be used: Charcoal Propane

On behalf of the above organization, I agree to adhere to all Institute rules and procedures as well as the laws of the Commonwealth of Massachusetts.

Signature: _____ Date: _____

DEPT.	CONTACT INFO	SIGNATURE, DATE & COMMENTS
MIT Police	x3-1212 W89 x3-9754 W20-020B (call first) Fax 253-8822 cp-command@mit.edu	
Campus Activities Complex	X3-3913 W20-500 Signed when space is reserved	
EHS Office Safety Program	x2-3477 N52-496 fax 258-6831 safety@mit.edu	Fire safety precautions will be implemented. Set up grills away from air intakes for buildings.
Grounds Services	x3-6350 NW62 Fax 258-7490	Grounds Services will provide a garden hose and

Proper Sponsorship is required for all reservations. Individuals cannot reserve facilities. Student activities must be recognized by the Association of Student Activities (ASA). Departments, labs, and centers must be represented by the Department Head or his/her designee. Revised: 8/26/2008

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DOF-grounds@mit.edu

metal trash cans to dispose of the coals, which
have been soaked in water.
