



Dalton State College  
Environmental Health and Occupational Safety  
650 College Drive  
Dalton, GA 30720  
Ph: 706-272-4463 Fax: 706-272-2533

### Open Flame/Candle Request Form

Person, Group or Organization making request: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location (building & room #) of Event: \_\_\_\_\_

Is the building equipped with a fire alarm system? \_\_\_\_\_

Is the building equipped with a fire sprinkler system? \_\_\_\_\_

Number of people expected to attend this Event: \_\_\_\_\_

Describe the open flame devices you wish to use and how they will be used: \_\_\_\_\_

\_\_\_\_\_

Who will provide fire watch (has hands-on fire extinguisher training and has an ABC fire extinguisher readily available): \_\_\_\_\_

Provide a layout of the venue that includes the location of the devices, location of the audience, and the location and number of fire extinguishers.

Approved:  Denied:  By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Send completed form to EH&OS office at least seven (7) days prior to the event.

Contact the EH&OS office if there are any questions: 706-272-4463