



Special Events Safety Registration Form

A completed form is required for each Special Event to be completed by the event coordinator either RCNJ staff/student or external group. Form must be returned to RCNJ Fire Marshal in advance of the event

Name of Event: Location: Type of Event: Summer Camp:
Date of Event Setup Time: Time of Event: To:
Pre-Event Meeting Date/Time/Location Est. #Attendees: >1000 requires crowd manager
College Function Staff/Faculty Outside Org Student Club Student Club/Organization Name:
Applicant Name: Email: Phone #:
Outside Organizations not including RCNJ Students or Staff/Faculty Member Events
Business Name: Business Address:

Permit Required

Contact the College Fire Marshal at 201-684-6252 or ekutzin@ramapo.edu for assistance with obtaining permits. Permits are issued by the NJ Division of Fire Safety and are required for the following:

Tents: Greater than 30 linear feet or 900 square feet with or without sides Note: Use of College owned tents do not require 912 0 66 F66 Q q 0.00000912