MIT - Outdoor Cooking Application Form

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| 1. Instructions |

* Reserve a [location](https://ehs.mit.edu/campus-workplace-program/event-exhibit-safety/barbecue-safety/) for your event. If the location is not listed [here](https://ehs.mit.edu/wp-content/uploads/2019/12/Charcoal_Outdoor_Cooking_Locations.pdf) please see line 4.
* Read the [MIT EHS Outdoor Cooking Safety Guidelines](https://ehs.mit.edu/campus-workplace-program/event-exhibit-safety/barbecue-safety/).
* Fill out the form.
* Upload the form on Atlas event registration (this applies only for events that need to be registered on Atlas).

Please note:

* You are **not** required to fill out this form if you are using **charcoal** for cooking in one of these [locations](https://ehs.mit.edu/wp-content/uploads/2019/12/Charcoal_Outdoor_Cooking_Locations.pdf). Please confirm with CAC Managers or House Manager that your space reservation is confirmed.
* MIT students, staff and faculty are not allowed to operate **propane** cooking equipment on MIT campus.
* **Outdoor fires** are prohibited by the [Cambridge Fire Dept.](http://www.cambridgema.gov/cfd/firedeptdivisions/firepreventionbureau/Regulations/openairfiresregulation.aspx) and [Boston Fire Dept.](https://www.cityofboston.gov/news/Default.aspx?id=4419)

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| 1. General Event Information |
| MIT Dept., Lab, Center or Student Organization: |
| Full name of the event organizer: |
| Email: Phone #: |
| Event Date: Event start time: End time: |
| Event location: |
| Estimated attendance: |
| On behalf of the above organization, I, the event organizer, agree to adhere to all MIT rules and procedures as well as the applicable laws of the Commonwealth of Massachusetts and ordinances of the City of Cambridge.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Type of fuel |
| * Charcoal (if you check this go to line 4) |
| * Propane (if you check this go to line 5) |
| * Both Charcoal and Propane (if you check this go to line 5) |
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| 1. Charcoal Instructions |
| Please contact the space owner if you are using a location different from the one indicated [here](https://ehs.mit.edu/site/sites/default/files/documents/Charcoal%20outdoor%20cooking%20locations%20Aug_2018.pdf). After receiving approval from the space owner by signing this form (see line 8), request approval to EHS, Grounds and Police (line 8) |
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| 1. Propane Instructions |
| * MIT students, staff and faculty are not allowed to operate propane cooking equipment on MIT campus. * Review propane guidelines (line 6). * Caterer is required to fill out the information below. * Caterer review propane guidelines (line 6) and sign (line 7). * If approvals have been obtained via the Atlas event registration, then you do not need to obtain duplicate signatures. If you are using propane and your event does not need to be registered on Atlas, please send the completed form to the space approver to sign the form, then request approval to EHS, Grounds and Police (need to sign and date this form).   Please note:   * The use of deep fat fryers is prohibited outdoor because the required automatic fire protection system can’t be set up temporarily. * A Cambridge Fire Dept. [fire fighter detail](https://ehs.mit.edu/campus-workplace-program/event-exhibit-safety/fire-fighter-detail/) is required for a total of 42 (or more) pounds of propane and/or for use of 2 or more pieces of cooking equipment, regardless of propane tank capacity. Do NOT use the Cambridge Fire Dept. website to schedule a fire fighter detail. This will be done during the review process. |
| Caterer’s name: |
| Caterer’s email: |
| Number of grills/griddles/stoves |
| Total number of propane tanks: Propane tank capacity: lbs. |
| Total pounds of propane: lbs. |
| Are you using also charcoal? Yes No |
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| 1. Propane guidelines |

**Equipment Check:**

* Verify that the propane tanks and equipment meet current standards and are in good condition. All propane tanks are required to have overfilling prevention devices (OPD).
* **NEW**: The propane tanks, hoses, and connections must be leak checked by a licensed gas fitter or plumber before cooking begins. The MIT event planner can schedule an MIT plumber (via Atlas Service Request) to do this or the caterer can hire their own licensed gas fitter or plumber. It is no longer an option for the caterer’s staff to do this leak check.
* CFD no longer allows tanks to be changed during an event, even if a licensed gas fitter or plumber will conduct a second leak check of the tanks, lines, and equipment to prevent gas leaks, fires and explosions.
* CFD no longer allows spare propane tanks at events.
* No propane tanks or equipment will be stored or used inside any MIT building.

**Propane Cooking and General Safety**

* The rental company will provide commercial cooking equipment, propane tank(s), and three (3) foot long hose(s), which meet the current standards and the manufacturer’s specifications. The tank shall be kept three (3) feet away from the cooking equipment.
* The cooking equipment and propane will be positioned at least 25 feet from the temporary food service tent and all Buildings. Refer to exception below. The cooking equipment and tents will not be near exits, building air intakes or streets. Use the [campus map](http://whereis.mit.edu/) to indicate the location of the cooking equipment.
* The equipment will be used a minimum of 1 foot away from any loose cloths or paper products.
* The caterer will provide fire extinguishers UL rated 40 BC, one for each cooking station. Do not remove extinguishers from any MIT building. Provide a charged garden hose if possible.
* At no time will any grill or other cooking equipment be left unattended. We have scheduled (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­to be the fire watch. They are responsible for the cooking operations and propane tank(s) during the event.
* Cooking appliances must be operated on a flat level surface.
* Drip pans used under cooking appliances shall be non-combustible.
* If wind blockers are used for cooking units, provide documentation of compliance with the fire retardant requirements of the Mass. Building Code.
* The person signing this form will be responsible for checking that this safety plan is implemented throughout the event.

We agree that we need to make exceptions because of inclement weather as long as this can be done safely. The DLC and caterer will be responsible to ensure that all of these safety precautions are implemented:

* The cooking tent dimensions will be at least 12 feet high canopy without sides. The cooking tent will be 25 feet away from tents and buildings.
* No guests or general public shall be allowed inside the cooking tent, which includes not serving food to guests. This is to keep guests away from the fire hazard.
* No cooking equipment shall be used inside any tent that is occupied by guests.
* The fire fighter detail will be stationed near the cooking equipment and the propane shut off valve for the entire time that the cooking equipment is being operated. They must have access to at least 2 fire extinguishers (class BC).
* Provide documentation that the tent complies with the fire retardant requirements of the current Mass. Building Code. Obtain the necessary building permit, which should be posted on site near the tent entrance during the event.
* Contact the MIT Police to determine if you need to schedule a police detail.

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| 1. Caterer Signature |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand the above information, and will ensure that all safety guidelines are followed.

Signature (electronic or type name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. MIT APPROVERS | Date | Signature |
| Space approver |  |  |
| EHS Office – Safety Program  **Safety@mit.edu** |  |  |
| Facilities Grounds Service  **Grounds-staff@mit.edu** |  |  |
| MIT Police  **Mitpd-details@mit.edu** |  |  |