



UNIVERSITY OF NEBRASKA BUILDING AND FIRE SAFETY

Building and Fire Safety  
1901 Y Street  
Lincoln, NE 68588

## 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): \_\_\_\_\_

\* Smudging Event: Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, Review Smudging Procedures/Policy.

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 # \_\_\_\_\_

Special Instructions/Comments:

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This Permit Valid From: \_\_\_\_\_ To: \_\_\_\_\_

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

Please email, or hand deliver to:  
University of Nebraska Building and Fire Safety  
[buildsafe@nebraska.edu](mailto:buildsafe@nebraska.edu)  
1901 Y Street