



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:

This Permit Valid From: _____ To: _____

Approved By: _____ Date _____

Please email, or hand deliver to:

University of Nebraska Building and Fire Safety

buildsafe@nebraska.edu

1901 Y Street