MIT - Outdoor Cooking Application Form

1. Instructions

- Reserve a location for your event. If the location is not listed here please see line 4.
- Read the MIT EHS Outdoor Cooking Safety Guidelines.
- 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. 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. and Boston Fire Dept.

2. 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: ______________________

3. 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)

4. Charcoal Instructions

Please contact the space owner if you are using a location different from the one indicated here. After receiving approval from the space owner by signing this form (see line 8), request approval to EHS, Grounds and Police (line 8).

5. 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 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 and/or when 50 or more people are expected to attend the event. MIT Event planner/sponsor (not the caterer) must use the Cambridge Fire Dept. website to schedule a fire fighter detail.

<table>
<thead>
<tr>
<th>Caterer’s name:</th>
<th>Caterer’s email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of grills/griddles/stoves</td>
<td></td>
</tr>
<tr>
<td>Total number of propane tanks:</td>
<td>Propane tank capacity: lbs.</td>
</tr>
<tr>
<td>Total pounds of propane: lbs.</td>
<td></td>
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<tr>
<td>Are you using also charcoal?</td>
<td>Yes</td>
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6. 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).
- An equipment technician from the rental company/ caterer will be on site to set-up and leak check the propane tank(s), hose(s), and cooking equipment before cooking begins.
- If the vendor doesn’t have a technician on its staff, then schedule an MIT plumber to leak check the propane equipment before cooking begins. Schedule the plumber via Atlas Service Request.
- CFD no longer allows tanks to be changed during an event, even if the MIT plumber or vendor’s technician 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.
- 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 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.

Instructions and the link to submit the fire detail request, refer to https://ehs.mit.edu/site/fire-fighter-detail

Contact the MIT Police to determine if you need to schedule a police detail.

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<thead>
<tr>
<th>7. Caterer Signature</th>
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<tbody>
<tr>
<td>I, ____________________________ , have read and understand the above information, and will ensure that all safety guidelines are followed.</td>
</tr>
<tr>
<td>Signature (electronic or type name): ____________________________</td>
</tr>
<tr>
<td>Date: ____________________________</td>
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<thead>
<tr>
<th>8. MIT APPROVERS</th>
<th>Date</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Space approver</td>
<td></td>
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<tr>
<td>EHS Office – Safety Program</td>
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<tr>
<td><a href="mailto:Safety@mit.edu">Safety@mit.edu</a></td>
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<tr>
<td>Facilities Grounds Service</td>
<td></td>
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<tr>
<td><a href="mailto:Grounds-staff@mit.edu">Grounds-staff@mit.edu</a></td>
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Environment, Health & Safety
| MIT Police     | Mitpd-details@mit.edu |  |