City of Houston Required Permits
- Candles and open flames in assembly areas
- Fireworks
- Liquefied petroleum gases (Propane for cooking or other uses)
- Open burning (barbecue pits, bonfires)
- Pyrotechnical special effects materials
- Temporary membrane structures, tents and canopies

Occupancy Limits
- Planned Attendance ____________
- Venue posted (design) occupancy limit _________
- Mechanism in place to determine attendance

Life Safety
- All exit doors unlocked and unobstructed on both sides
- Exits paths, hallways, aisles clear and unobstructed all the way to the outside
- Exit signs on and unobstructed
- Emergency lights unobstructed
- Wires taped down or otherwise secured

Fire Safety
- Fire Protection Equipment Unobstructed and Operating including:
  - Fire alarm manual pull station
  - Smoke Detectors
  - Fire Alarm bells, horns, speakers, signaling strobe lights
  - Fire sprinklers
  - Occupant use fire hose cabinets
  - Occupant use portable fire extinguishers
  - Decorations non-flammable
  - No fog machines indoors

Risk Management
- Insurance Requirements for Vendors
  Vendor shall provide Rice with a Certificate of Insurance that includes:
  - Commercial General Liability – minimum $1,000,000 per occurrence
  - Aggregate $2,000,000
  - Rice named as additional insured
  - All rights of subrogation against Rice shall be waived

Note: Rice reserves the right to request additional policies or increased amounts of coverage

Any questions contact Risk Management Office at x4751 and/or EH&S at x4444