

**Rice University**  
**Public Assembly/Special Event**  
**Fire and Life Safety Self-Check Form**

**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