

Binghamton University Fireworks Display Permit Request Process

Environmental Health and Safety
Decker Health Services Building, Rm101
Phone: 777-2211

Requesting a Fireworks Display Permit

Completed permit along with Certificate of Insurance for \$2,000,000 policy covering all university properties, a map of the launch site and copy of the firework vendor operator's certificate must be sent to EH&S 60 days prior to launch.

- 1) Requestor must contact Environmental Health and Safety at 777-2211 to request a Binghamton University Fireworks Display Permit. This must be done at least 60 days in advance. EH&S will contact Vestal Fire Department to advise them of the proposed fireworks display on campus. A blank permit will be e-mailed to the requesting agency, along with a map of the primary launch site. Primary launch site is located in parking Lot M 3/4. Secondary site will be the athletic field behind East Gym should the parking lot not be available.

It is the responsibility of the requestor to complete the permit in full. The fireworks vendor may assist with this process. Incomplete permit applications can be denied.

- 2) The firework vendor will need to provide proof of insurance via a Certificate of Insurance for services that pose risk to the University. The following items are required:
 - a. The insurance company listed under (A) general liability must be registered with the NYS Department of Financial Services Website <http://www.dfs.ny.gov/insurance/tocol4.htm>;
 - b. The State of New York, the State University of New York and Binghamton University shall be named as additional insured;
 - c. Standard general liability with the following minimum limits: \$1,000,000 per occurrence; \$2,000,000 aggregate, and \$5,000,000 in excess liability coverage;
 - d. Effective dates of the policy must cover all dates of the event(s);
 - e. Insured must match contract vendor name;
 - f. Certificate Holder is listed as "Binghamton University, 4400 Vestal Parkway East, Binghamton NY 13902-6000";
 - g. Effective dates must cover the period of the permit;
 - h. Certificate must be signed;
- 3) EH&S will ensure the permit is reviewed by Executive Vice President for Academic Affairs and Provost Office, University Police, Emergency Management, Risk Management, Parking Services, Physical Facilities, Athletics, Associate Counsel, and Environmental Health and Safety. Sign off sheet for this part of the permitting process is available to EH&S staff on the EH&S shared drive.
- 4) After each department has approved the permit, EH&S will fill out and submit an application for display of fireworks permit to the Office of Fire Prevention and Control no later than 30 days prior to launch date. Certificate of Insurance, launch site map and operator's certificate must accompany the OFPC permit. OFPC has the right to deny, inspect and the authority to stop any fireworks display.

- 5) Upon receipt of approved permit from OFPC, EH&S will return all materials to the requestor. A copy of all materials will also be kept on file at the EH&S office. EH&S will contact Vestal Fire Department to advise them the fireworks launch is confirmed and all permits have been approved. As a courtesy, EH&S will send a letter to Town of Vestal Board advising of a fireworks launch on campus. All above mentioned Binghamton University departments will be notified of the receipt of the OFPC permit.

- 6) All costs associated with the fireworks display will be the sole responsibility of the requestor.

For further information regarding obtaining a Fireworks Display Permit contact Environmental Health and Safety at 777-2211.

4/26/2017 jrea