



Smudging, Incense and Pipe Ceremony Location Permit

Section	Fire Safety Program	Issued by:	Environment, Health and Safety
		Issued date:	2024.06.25
Part:	Hazard Assessment and Control	Revision date:	
		Revision #	1
Pages:	2		

Hot work requirements are applicable to any temporary event that uses an open flame and generates smoke that will affect the fire alarm system. These events include any ceremony involving the burning of tobacco, sweet grass, or other ceremonial plants or incense in areas that have not been designed to accommodate smoke generation.

- Please allow three days minimum prior to the ceremonial event as portions of the fire alarm system may have to be deactivated (hotworks@ucalgary.ca)
- Ceremony can commence once the completed permit has been received and the area is properly posted.
- Persons responsible for causing fire alarms and subsequent business interruptions to the University of Calgary community by failing to abide by university policies and procedures will be invoiced in the amount of **\$1500**.
- One individual at the ceremony should be designated and trained in the proper use of fire extinguishers and how to activate the building alarm.
- All fires must be reported IMMEDIATELY to Campus Security.



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Ceremony In Progress

***PLEASE POST AT LOCATION

Part 1:

Event Host: I have received permission to use the space for ceremony and have requested the appropriate modifications to the space to ensure the fire alarm is not triggered.

Name of Host: _____ **Signature:** _____ **Date:** _____

Location of ceremony: _____

Ceremony start (time) _____

Ceremony end (time) _____

Part 2:

Elder or Representative Leading the Ceremony

Name: _____

Type of Ceremony (please check all that apply)

Smudging: **Pipe Ceremony:** **Incense:**

UC Faculty/Department/Unit: _____

UC Contact (if different from Host): _____

Approx. duration of smoke generating activities: _____

Part 3: Maintenance and Electronics: Life Safety Systems

Fire alarm systems bypass required: YES NO _____

Tech Signature

Fire Extinguisher must be present or within the immediate vicinity. There must be a fire watch for 30 minutes after the ceremony. Please notify life safety if the location is vacated.