

Event Services

Student Engagement and Campus Life

Virginia Tech

221 Squires Student Center (0138)

Blacksburg, VA 24061

Phone: 540.231.5005

eventservices@vt.edu



STUDENT AFFAIRS
STUDENT ENGAGEMENT
AND CAMPUS LIFE
VIRGINIA TECH.

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Firework Guidelines

All aerial fireworks, flame effects, outdoor of pyrotechnics (i.e. flame or spark producing devices) are subject to the requirements of the Virginia Statewide Fire Prevention Code and the National Fire Protection Association. A permit for these activities must be submitted to the Virginia State Fire Marshal's Office (SFMO). This guide applies to all Event Sponsors that may organize an event including the use of aerial fireworks or pyrotechnics on university property. There are no exceptions to this policy as the permits are issued by the SFMO.

Please note: failure to comply with any of the steps listed in this guide may result in event cancelation.

- 1) Submit a Campus Common Space Request form for the Drillfield to the Event Services Office as soon as you determine your event date. Requests should be submitted a minimum of 30 business days prior to the event.**
 - Your reservation must begin no later than 12pm on the day of the event. If the Drillfield is not available beginning at 12pm, Event Sponsors must select a new date.
 - Please note; fireworks can only occur on the West side of the Drillfield. It is our recommendation to reserve the entirety of the Drillfield for all firework requests whenever possible.
- 2) Once you have a "Tentative Reservation Summary" for the Drillfield. Please submit the following forms to Event Services (eventservices@vt.edu)**
 - Security Request Form: due 21 business days prior to the event date.
 - Open Burn Permit Request Form due 10 business days prior to the event date.
- 3) Reach out to Fire Safety & Life Safety Programs Manager to discuss your plans for fireworks**
 - Josh Spradlin (sspradl@vt.edu or 540-231-4207)
- 4) If you have not already done so, please secure a licensed fireworks vendor (See page 5 for vendors in the area)**
 - Once hired, the fireworks vendor will fill out all fireworks permits and submit them with payment to the State Fire Marshal's Office (SFMO) in Richmond.
 - When the permit is nearly processed, the SFMO will email you a form that you must sign, scan, and email back before the permit will be issues
 - Contact: George Williamson (Deputy Fire Marshal for Southwest Virginia)
 - Email: george.williamson@vdfp.virginia.gov
- 5) Reach out to VT Rescue and request them to be on "standby" for the duration of the fireworks.**
 - Email: vtrescue-g@vt.edu
- 6) Reach out to the Blacksburg Fire Department to request a fire truck to be present on the Drillfield for the duration of the fireworks.**
 - Email: contact@blacksburgfire.org
 - Note: Fireworks cannot be lunched unless there is a fire truck physically on-site for the duration of the show.
- 7) Reach out to Rhino Security and Entertainment Services to secure a minimum of four (4) security personnel to assist with securing the Drillfield.**
 - Security is required from the time the fireworks arrive on the Drillfield and enter the "fallout zone" until an "all clear" is announced. These personnel will make sure no unapproved persons enter the "fallout zone."
 - Contact: Dennis Robarge (Account Manager)
 - Phone: 650-784-1957 or Email: dennis.robarge@rhino-ses.com

8) Obtain and submit the necessary Insurance Certificates to Event Services a minimum of 5 business days prior to the event.

- Required Insurance Certificates:
 - Fireworks Provider
 - if applicable, sponsoring Student Organization (RSOs or UCSOs only)
- Required Coverages:
 - Minimum general liability coverage (commercial general liability) amount of **\$2,000,000*** per occurrence
 - ***Note: this coverage requirement is higher than normal event insurance requirements!**
 - MUST name “Virginia Polytechnic Institute and State University” and the “Commonwealth of Virginia” as additional insured and certificate holders
 - Must include organization name(s), event date(s), and location(s) in the description area

9) Rent barricade, Parking Permits, and a Turf Permit (if applicable) from VT Parking if the fireworks company needs to bring a vehicle on the Drillfield.

- Barricade Rental:
 - Event Sponsor is responsible for renting five (5) barricades (bike rack) from Parking Services
 - Cost: \$10 per barricade, per day. Event Sponsor is responsible for payment
 - Barricades are required to secure the firework “fallout Zone” across any paved pathway, indicated with a “black rectangle with a red border” on the map. (Next page)
 - Note: signage must be posted on all 5 barricades
 - Contact: Parking Services (parking@vt.edu or 540-231-7633)
- Parking Permits:
 - Parking permits are required for all visitors to campus. Please ensure all vendors and staff have parking permits or plan to provide them
 - Daily parking permits can be purchased directly from Parking Services for \$6.00 per day.
- Turf Permits:
 - Turf Permit Request Form
 - Cost: \$50 per Turf Permit cost \$50. Event Sponsor is responsible for payment
 - Turf permits are required if the fireworks vendor needs to bring a vehicle on the Drillfield.
 - Note: If the fireworks vendor requires a Turf Permit, you must also secure them a daily parking permit as well.
 - Forms must be submitted in-person at Parking Services 505 Beamer Way, Blacksburg, VA 24061

10) Create professional quality signage for the barricade and purchase caution tape/stakes to secure the “fallout zone”

- On the day of the event, but prior to the delivery/setup of any fireworks, the Event Sponsor is required to secure the “fallout zone” with signage and the rented barricades from Parking Services
- Signage Requirements:
 - Minimum Size: Two (2) feet x three (3) feet with four (4) inch letters
 - Required text: “DO NOT ENTER - FIREWORKS ON SITE – DO NOT ENTER”
 - Required quantity: Five (5)
 - Signage must be professionally printed and cannot be handmade.
 - This signage must be posted on all five (5) barricades
- Event Sponsor is responsible for providing the caution tape and stakes needed to create a 600’ perimeter around the “fallout zone” (See page 5 – Fallout Zone Map)
 - Caution Tape: Minimum 600 feet to create a “fallout zone” perimeter
 - Stakes: Minimum of five (5) stakes are needed to create a perimeter around the open areas.
 - You can loop the caution tape around trees and the barricades to close in the perimeter



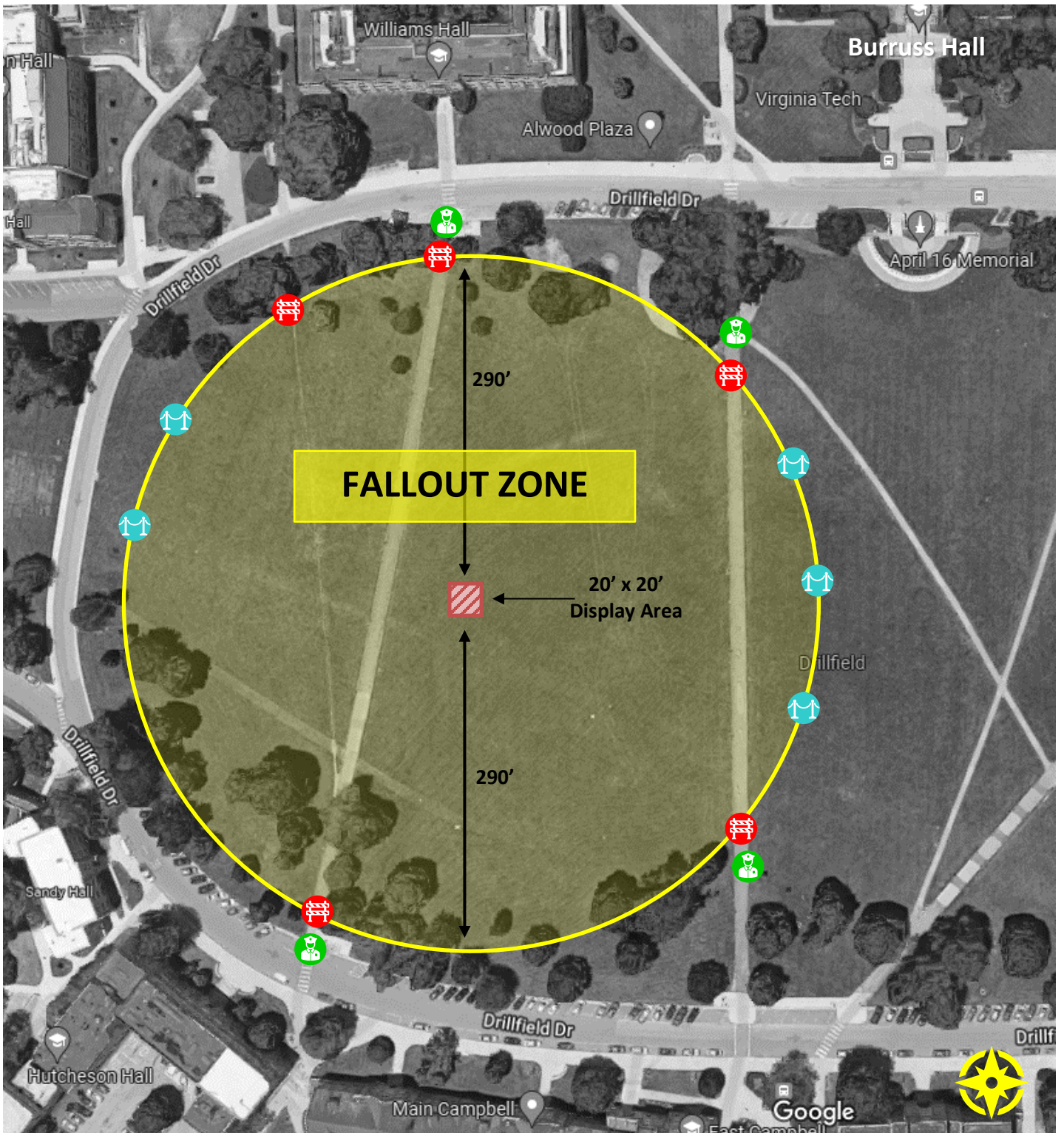
11) Coordinate with the SFMO, the fireworks vendor and Rhino Security Services to determine a plan for the day of the event

- Sample Day of Show Plan
 - Before fireworks arrival:
 - Establish a 600-foot perimeter with caution tape around the “fallout zone”
 - Upon fireworks arrival:
 - Bike barricades need to be placed across the paved pathways with signage posted
 - Rhino Security and Event Sponsor should be in position to guard the perimeter
 - Only the fireworks vendor and the SFMO are allowed inside the perimeter at this point
 - After fireworks completion:
 - After all shells/ tubes have been checked by the SFMO, they will communicate the “all clear” to Rhino Security Staff.
 - Rhino will then communicate to the Event Sponsor that you can begin removing the barricades and taking down the caution tape perimeter. Traffic can resume across the Drillfield
- Day of Requirements:
 - Note: No fireworks can be delivered, setup, or launched until all signage and barricades are in place and the SFMO has authorized setup to begin. Please coordinate a time to meet with the SFMO.
 - Fireworks Vendor Requirements:
 - The fireworks vendor must provide a person designated to monitor the “fallout zone”. This person must be wearing approved personal protection equipment that is required for all fireworks “shooter.”
 - The fireworks vendor must provide an exact time they will be on site. If this is different from when the fireworks will arrive, then this will need to be known as well. If the Drillfield is taped off, (4) security staff must be in place.
 - The fireworks display operator must have the consent of the SFMO prior to loading the display.
 - Event Sponsor Requirements:
 - The Event Sponsor must provide and setup all barricades, barricade signage and caution tape needed to secure the “fallout zone”
 - Provide one person to remain on-site from the time the fireworks arrive to the “all clear” given by the SFMO. Be prepared to provide an on-site contact info (name, and cell phone number) for the individual(s) that will remain on-site from the time the explosives are delivered until the “all clear” is given by the SFMO.
 - Ensure Blacksburg Fire Department is on-site prior to the fireworks launch until the “all clear” is given by the SFMO
 - State Fire Marshal’s Office Requirements:
 - Ensure the “fallout zone” is secure prior to launching any fireworks
 - Provide an approved Fireworks permit to have on-site

IMPORTANT DISCLAIMER:

- The SFMO may, at any time, revoke the permit if unforeseen circumstances arise or if circumstances change that would put persons or property at risk of injury and/or damage. Virginia Tech and Student Engagement and Campus Life is not liable for any costs incurred due to an unforeseen cancellation by the SFMO.
 - Examples could include, but are not limited to, high winds, other dangerous weather, or unauthorized persons within the fallout area

FALLOUT ZONE MAP:



Symbol:	Meaning:
	Rhino Security Guard Placement
	Barricade (Bike Rack) Placement
	Post Placement (for Caution Tape)

Symbol:	Meaning:
	Display Area (Placement of Fireworks)
	Caution Tape Perimeter

Fireworks Vendors:

PYROTECHNICO

- Victor Laurenza (Senior Show Producer)
 - Phone: 724-923-6606 (Office)
- www.pyrotechnico.com

East Coast Pyrotechnics, Inc.

- Scott Donahue
 - Phone: 803-789-5733
 - Fax: 803-789-6440
 - Email: scott@eastcoastpyro.com

Zambelli Fireworks

- Bob Turco
 - Phone: 800-245-0397
 - Fax: 724-658-8318
 - Email: bturco@zambellifireworks.com

Fireworks by Grucci

- Scott Cooper
 - Phone: 631-286-0088; ext. 24
 - Fax: 631-286-9036
 - Email: scooper@grucci.com

IMPORTANT:

- Please make sure to get your contract reviewed by Student Legal Services (RSOs only) or VT Legal Counsel (UCSOs, USLPs or University Departments) prior to signing any documents
 - Student Legal Services
 - Phone: 540-231-4720
 - Email: studentlegalservices@vt.edu
 - Virginia Tech Legal Counsel
 - legal@vt.edu