

**DEPARTMENT OF AVIATION  
OPEN FLAME REQUEST FORM**

This Open Flame Request Form must be submitted to the Department of Aviation, Airport Operations Division at least 30 days prior to the event. The requestor must supply a diagram of the site, along with an explanation of the proposed activity. If special security requirements are needed, the requestor must comply with the Department of Aviation's, Special Events Rules which can be found in the DAL Airport Rules and Regulations ([www.dallas-lovefield.com](http://www.dallas-lovefield.com)). The requestor is responsible for reviewing and complying with AVI-PRO-585, Smoking and Open Flames Restrictions on the Air Operations Area (AOA).

Submit request form to: Interim Airside Operations Manager  
Email: [Tiffany.farmer@dallascityhall.com](mailto:Tiffany.farmer@dallascityhall.com)

Date submitted: \_\_\_\_\_ Requestor' Name: \_\_\_\_\_

Requestor's Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time of event: From: \_\_\_\_\_ To: \_\_\_\_\_

Location of Event: \_\_\_\_\_

On-Site Representative | Safety Monitor: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Conditions:

- There shall be NO fuel truck, fuel container, combustibile or flammable materials or source of ignition (other than those related to the activity itself) within 50 feet of the activity area.
- There must be at least one fully functioning 80BC rated fire extinguisher (or if using charcoal, a 2A rated water hose) and at least one individual trained in the use of fire suppression equipment in the immediate vicinity for the entire duration of the activity. (*Special Note: ABC multipurpose dry chemical fire extinguishers shall NOT be placed on airport aprons or areas within 500' of airport aprons or fuel facilities.*)
- All equipment used in association with the activities shall be fully functional and properly maintained. Only self-starting charcoal shall be used (if not using propane).
- The site and activities shall be continuously monitored by a qualified employee ID ensure against any hazardous conditions or interference with normal airport operations or with the health and well-being of airport employees and other airport users. Methods shall be in place to prevent passengers and non-participants from inadvertently entering the activity area
- The requesting applicant and all participants shall continuously comply with all applicable Airport Rules and Regulations. The applicant is bound by the Department of Aviation - Lease and Operating Agreement provisions, and is required to maintain sufficient insurance to protect against losses due to property damage or personal injury resulting from the activities. The Applicant also indemnifies the City of Dallas, Department of Aviation against any claim for damages resulting from the activities.
- All equipment and materials used for or associated with the activity and all debris and/or FOD shall be removed and property stored or disposed of, and the site returned to its original condition immediately following completion of activities.
- All spills and leaks (including food grease and food waste) must be thoroughly cleaned and properly disposed of immediately following completion of activities.

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**To be completed by Airport Operations -Approval/Disapproval will be returned to sender**

Approved  Disapproved  Reason/Special Conditions: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_