

Fireworks and Pyrotechnics Displays

These procedures for professional fireworks and pyrotechnic displays apply to all University facilities, venues and events. University departments and administrators are responsible for ensuring these procedures are followed.

Procedures

- A memo or letter requesting approval for the fireworks and/or pyrotechnic display shall be submitted to Risk Management and Environmental Health & Safety a minimum of 30 days prior to the event. The request shall include: name of event sponsor, event, display date, launching site, description of fireworks/pyrotechnics and total running time from start to end. It must also include the full name, address and phone number of the pyrotechnics company and the operator.
- The Muncie Fire Department as the (AHJ) Authority of Jurisdiction must approve the submitted proposal. All parties involved will meet with the Chief Fire Inspector and review the proposal details. The Chief Fire Inspector must approve before the event can take place.
- A written contract must be secured in connection with the display. The contract must undergo legal review by the Office of General Counsel and be approved by Business Affairs.
- Insurance documentation must be forwarded to Risk Management a minimum of two weeks prior to the planned date of the display. Insurance coverage shall be for a minimum of \$5 million per occurrence/\$5 million annual aggregate and name Ball State University as additional insured.
- Only properly licensed and insured pyrotechnic operators in the state of Indiana will be allowed. The pyrotechnic operator is responsible for obtaining any necessary local and/or state permits related to the display. Fireworks or pyrotechnic devices are not permitted to be stored on University property.
- The pyrotechnic operator is required to comply with all applicable National Fire Protection Association (NFPA) Codes and Standards (NFPA 1123, Code for Firework Display, and NFPA 1126, Standard for the Use of Pyrotechnics before a Proximate Audience).
- University Police shall oversee the safety of all displays on University property. Any concerns will be forwarded to Risk Management and Environmental Health and Safety.