



Fire Pit/Sense Usage Procedures

Information

Name of Organization/Department: _____

Person Submitting Request: _____

Phone: _____ Email: _____

Date of Event: _____

Event Start Time: _____ Event End Time: _____

Process of Reserving the Fire Pit:

Please obtain signatures from the Departments/Offices listed below. Once you have obtained all signatures, please submit this form to **Jessica Van Eerden** | Coordinator of Student Engagement, in the office of Student Life. Reservation needs to be sent in at least 3 days prior to the event to be considered for approval.

General Public Safety Regulations:

1. The fire cannot be lit or must be extinguished if the winds exceed 10 miles per hour. **Please call the Office of Safety and Security (OSS) the day of your event to confirm the fire can be lit and there are no burning restrictions in place.** If the weather changes; windy, storm, rain, etc. Student Life, OSS, and/or the Fire Department have the right to cancel the use of the fire pit.
2. The fire cannot be left unattended at any time and must be fully extinguished prior to the conclusion of an event. Extinguishing a fire with a fire extinguisher will result in an additional charge to the sponsoring group/individual hosting the fire. It is recommended that an alternative means (e.g., using water from buckets, etc.) is first pursued in the event of extinguishing a fire for a non-emergency.
3. All fires must have a means of extinguishment present at the fire site.
4. You may only burn wood or charcoal. Only woody debris or brush less than the diameter of the "fire pit" in length and stacked no higher than the top of the fire pit opening may be burned in the fire pit. Further, only untreated (clean) lumber can be burned. You may not burn pressure treated or painted lumber, plywood, tires, tubes, leaves, brush over five inches in diameter, refuse or other waste. You may not use any type of accelerate such as lighter fluid, charcoal lighter fluid, and/or gasoline. The individual responsible for the fire will need to make a request to Campus Services for a fire extinguisher if it is needed in a location wherein another suppressant (e.g., water from hose, etc.) is unavailable. You must have the means to extinguish the fire at any time.
5. **OSS (215-702-4350) must be called at the beginning and end of the event.**
6. Permitted burning is allowed between the hours of 8am and midnight (In the case of a special event, students can request from the office of Student Life for the time restriction to be changed).



Other Conditions:

1. The student representative must provide firewood and is responsible for lighting and extinguishing the fire. Student must either use the firewood present at the fire pit/sense or purchase the wood. Using/clearing the campus woods of burnable material will revoke the privilege of the individual and groups using the fire pit/sense, and also may cause judicial action by the University.
2. The fire must be extinguished by 11:30pm and the area completely clean and cleared by 12:00am.
3. If the Fire Department is called for any reason the sponsoring group/individual is responsible for paying all costs incurred from the call. Even with a valid permit, any damage caused as a result of a fire becomes the obligation of the party responsible for the fire; including the cost of suppression.
4. When using the Fire Pit, the key for the hose shall be picked up by 4:30pm on the day of the fire from Campus Events and Facilities Coordinator. The key must be returned **before 10:00am** on the following weekday. For fires on Saturday or Sunday, the key must be picked up on Friday and must be returned by **10:00am** Monday morning.
5. When using a “movable” fire pit, the fire must be **at least fifty (50) feet away** from any vehicle or structure. The fire circle can be no larger than three (3) feet in diameter or two (2) feet high.
6. Reservations will be confirmed or denied by Coordinator of Student Engagement via email. Reservations are not guaranteed until you receive an email confirmation.
7. **This form, including all necessary signatures must be returned to Meeting and Events Services at least 3 days before the event in order to be considered for approval.**

I have read and understand the Fire Pit Policy and Reservation Form. I assume responsibility and agree to the regulations and conditions.

Signature of Representative from Student/Sponsoring Group

Date

Signature of Advisor (ONLY required for clubs and organizations)

Date

Signature of Student Senate (ONLY required for clubs & organizations)

Date

Signature of Coordinator of Student Engagement

Date

Signature of the Director of the Office of Safety and Security

Date