

Trine University Fire Pit Policy

MUST HAVE ON THE DAY OF EVENT

Location: University Center Fire Pit

Available Times:

- Reservations can occur between the hours of 7-11 PM
- **Reservations are open to all main campus students.**

How to Reserve Fire Pit:

- 1) Complete the fire pit request form at <https://trine.presence.io/forms> **at least 5 business days before the event.**
- 2) Complete the Open Burn Permit for the City of Angola (angolain.org) and send proof of confirmation to backera@trine.edu
- 3) The fire pit is reserved for your event once you receive an approval email including your approved request, copy of open burn permit confirmation, fire pit policy, and proof of Astra space reservation
 - a. If you do not receive this email, you have not completed steps 1 and/or 2

Fire Pit Requirements:

1. These papers must be present at the event – policy, open burn permit confirmation, Astra reservation, approved request.
2. **Contact Campus Safety at (260) 316-1877 an hour prior to event.**
3. The fire must be attended at all times. There must be at least two individuals constantly supervising the fire while burning.
4. A fire extinguisher will be provided by Campus Safety at the beginning of the event for emergency use only. Non-emergency use of the fire extinguisher will result in a re-charge fee of \$100.00.
5. An adequate amount of firewood will be provided by Campus Operations, and Campus Safety will ignite the fire. No other wood or materials are permitted.
6. Campus Safety should be contacted prior to extinguishing the fire. Fires are to be completely extinguished using the supplied water hose by 11 PM.
7. Any damage caused to the fire pit or the surrounding area may result in a fine determined by Campus Safety following the event. If an individual notices damage to or mysterious substances in the fire pit before the event, report them to Campus Safety.
8. **The possession or use of drugs or alcohol is prohibited according to the Trine University Drug/Alcohol Policy.**

Safety Guidelines:

1. If winds exceed 10 miles per hour, fires are prohibited.
2. Straw, hay bales, or other flammable materials may not be used for seating or decoration within 25 feet of the fire pit.
3. Flammable objects must be at least 10 feet away from the fire pit when fire is ignited.
4. Do not sit, stand, or place feet on the fire pit when fire is present.

In Case of an Emergency:

- If there is a concern about an individual(s) safety, contact Campus Safety immediately at **(260) 316-1877**.
- If fire becomes out of control following the proper use of a fire extinguisher call **9-1-1** and then call Campus Safety to notify them of the situation.
- If an individual is caught on fire, inform the person to stop, drop and roll, use the fire extinguisher properly while an available person calls **9-1-1**. Then call Campus Safety to notify them of the situation.