



# Environmental Health & Safety

## Policy & Procedure #28

**TITLE: UNIVERSITY BONFIRES**

**OBJECTIVE AND PURPOSE:** If a bonfire is planned on University property or in connection with a university sponsored event, a review of the plan must be conducted by appropriate university departments and local authorities having jurisdiction.

Primary responsibility for the conduct of a bonfire and the safety of participants, spectators and others, as well as obtaining permits from different entities resides with the Division of Student Affairs.

All departments or organizations wishing to have a bonfire, must work through the Division of Student Affairs. This policy provides general guidelines for the proper coordination of bonfires and the safety of everyone involved.

**RESPONSIBILITY:**

**ACTION**

**DIVISION OF STUDENT AFFAIRS**

- The Division of Student Affairs is the agency that is responsible for bonfire events at FAU.
- The Division of Student Affairs shall submit the request for bonfire to the University Event Management Office (via Business Services) 30 business days prior to the event, to allow ample time to review the plans and engage the necessary resources, by filling out a Facilities Use Application (**Attachment "2"**) or online at: <http://www.fau.edu/facilities/osua/info/FacilitiesUseApp.pdf> for approval.
- Request shall include a narrative describing the scope, purpose, and location of the bonfire including a map of the exact location and a plan for protecting safety and security.
- Shall ensure that the bonfire plan adheres to applicable regulations, codes, ordinances and other university policies and procedures, including obtaining appropriate permits and licenses as required.
- Shall be responsible for all costs associated with the bonfire including, but not limited to permits, access control, debris removal, ground/landscaping restoration, crowd control, security, etc:
  - a. Debris removal means removing all remnants of the fire, including unburned wood, nails, etc., as well as all litter at the bonfire site.
  - b. Ground/landscaping restoration means restoring the bonfire site to its original condition, including resodding areas with the same type of grass.

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<b>APPROVED</b>			
	Vice President	Associate VP	Director

- Shall assign a responsible team to be in charge for the set-up of the bonfire and promoting it to the university community, especially to the student body.
- Shall ensure that fuel for the bonfire only consists of seasoned dry fire wood and other untreated wood products, such as pallets or nail free construction debris. No pressure or chemically treated (i.e. pressure treated) wood may be used.
- Shall be responsible for removing excess wood and debris from the bonfire site once construction of the bonfire is completed.
- Shall ensure that the size of the bonfire does not exceed 6 feet high and 10 feet in radius and is constructed in a safe manner. Burning articles in effigy must be approved during the planning process and no additional fuel shall be added once the fire starts burning.
- Shall ensure that no accelerants (gasoline, charcoal lighter fluid, kerosene, diesel fluid) or any other flammable is used to start the bonfire..
- The fire shall be ignited with the wind at ones back using at least a 60-inch torch/stick, ensuring that the lighting object is secured to the torch/stick.
- Shall assign a guest of honor, if necessary, to order the bonfire ignited.
- Only a member of the local fire department present at the event shall ignite the bonfire.
- Agrees that the bonfire shall not be scheduled to burn more than two hours and if conditions warrant, the fire may be extinguished at any time by the local fire rescue department to ensure public safety.
- Shall establish a secure zone not less than 100 feet from the base of the fire. The only persons allowed inside the secure zone are members of the local fire rescue department and other persons assigned crowd control duties.

**OFFICE OF  
SPACE  
UTILIZATION &  
ANALYSIS**

- Upon receipt of the Facilities Use Application from the University Event Management Office, the Director of OSUA will review the request for the bonfire for approval based on the following criteria:
- Verify that the proposed location is at least 150 feet from all areas designated as ANIMAL HABITAT.
- Work with the University Fire Safety Officer to confirm that all powered equipment or vehicles used to construct the bonfire uses designated routes to avoid damage to conservation areas, landscaping, irrigation systems, sidewalks etc.
- Work with the University Fire Safety Officer to confirm that the requested bonfire location does not block streets or obstruct access by emergency responders or disrupt the normal operations of the university.
- Verify that the proposed location is not closer than 50 feet to any structure, wooded area or parking lot or any other area that may be deemed as hazardous by the University Fire Safety Officer.
- Confirm with Police and Traffic and Parking that there are no potential conflicts.
- Shall send copies of the approved Facilities Use Application to EH&S and the University Police Department for further review or send the denied application back to the University Event Management Office with the reasons for denial.

**ENVIRONMENTAL  
HEALTH &  
SAFETY**

- After receiving a copy of the approved University's Facilities Use Agreement EH&S shall coordinate the activities between the interested parties.

- Shall ensure that the Division of Student Affairs adheres to procedures mentioned in this policy and a responsible team to set-up and promote the bonfire is assigned.
- Shall review the proposed request to ensure it meets applicable regulations, codes and ordinances and send Open Burn Permit Application to the local fire department.
- Ensures the set-up team follows this policy, adheres to accepted housekeeping standards in the storage of firewood, and keeps the bonfire area free from clutter.
- Ensures the igniting torch/stick is safe to use.
- Controls the use of, and accessibility to, any accelerants or flammable liquids in the vicinity of the bonfire.
- Shall protect the safety of the public by securing the services of the local fire rescue to assist with the starting and extinguishing the bonfire and to respond to any emergency situation that may rise. EH&S shall also arrange pre-inspection of the location and monitor set up of the bonfire.
- Shall ensure that the fire is completely extinguished before the fire rescue team departs.
- Has authority to reject authorization of the bonfire permit request and at any time withdraw authorization if there are changes in plans, or conflicts with applicable regulations or concerns with public safety.

**ATTACHMENT**

***Facilities Use Application – Attachment “2”***

FACILITIES USE APPLICATION
RESERVATION AND ESTIMATED CHARGE SCHEDULE

PART - A Event Information

Name of Applicant Organization/Sponsor:
Name of Authorized Agent/Contact:
Organization Address:
Phone: Fax:

Type of Organization

- FAU department or unit
FAU student government or direct support organization
FAU registered student organization
Tax exempt, non profit organization (evidence of status must be provided)
For profit organization
Other (please specify)

Description of Activity:

Table with 3 columns: Facilities Requested, Dates, Times

Estimated Attendance: Refreshments/Catering: [ ] Yes [ ] No
Other Special Requirements:

NOTE: Written permission is required to serve alcoholic beverages (See Policy Memorandum #19X) or to sell/cater food/beverages unless the food/beverages are served by the University Caterer.

PART - B Estimated Charges

Charge Schedule Applicable to Activity: B C
D \* N/A Facility Administrators Initials

Table with 2 columns: Facility Base Rental Fee, Estimated Amount
Rows include: Description of Facility, Personnel Services, Equipment, Other

University Fee: \_\_\_\_\_  
 Processing and Administrative Charge: \_\_\_\_\_  
 Capital Cost Recovery Charge: \_\_\_\_\_  
 Sales Tax: \_\_\_\_\_  
  
 Total Estimated Charges: \_\_\_\_\_

A non-refundable deposit (10% of base rental fee) is required of all schedule C and D Users. The amount of deposit required is \$ \_\_\_\_\_. I hereby agree that:

- 1) The non-refundable deposit will be paid by \_\_\_\_\_.
- 2) The balance of the estimated charges will be paid no later than thirty days prior to the activity start date.
- 3) Final charges, if any, will be calculated at the conclusion of the activity and shall be paid within forty five days after completion of the activity. Reimbursement for excess payment will be handled similarly.

Clean-up will be completed within \_\_\_\_\_ hours after the event or a clean-up charge will be incurred.

I hereby affirm that the information given herein is true and accurate to the best of my belief and knowledge and that I am authorized to act on behalf of the named organization in this regard. If Florida Atlantic University facilities are approved for the purpose requested, I agree that such use will conform with the Rules of Florida Atlantic University, Rules of the Florida Board of Regents and Florida Statutes. I also acknowledge that I will be responsible for informing all persons taking part in the event of the conditions and restrictions of usage of the facility or area.

\_\_\_\_\_  
 Signature - Authorized Agent \_\_\_\_\_  
Date

\_\_\_\_\_  
 Facility Administrator \_\_\_\_\_  
Date

**PART - C Approval**

<b><u>NOTE: THIS SECTION FOR OSUA USE ONLY</u></b>	
_____ Facilities reserved as requested.	
_____ Facilities tentatively reserved as requested, pending approval and execution of a Facilities Use Agreement.	
_____ Facilities tentatively reserved pending receipt of written authorization to serve alcohol and/or provide food/beverages from a source other than the University Caterer.	
_____ Application denied. Reason: _____	
_____	_____
Director, OSUA	Date

- cc:
- |   |   |
|---|---|
| <input type="checkbox"/> Facility Administrator | <input type="checkbox"/> Physical Plant |
| <input type="checkbox"/> University Police      | <input type="checkbox"/> EH&S           |
| <input type="checkbox"/> Traffic & Parking      | <input type="checkbox"/> file           |