

RECREATIONAL BURN PERMIT

Department/Group: _____

Date: _____ Time Beginning: _____ Time Ending: _____

Person Responsible: _____

Person Responsible Cell Phone#: _____

Faculty/Staff Sponsor: _____

Faculty/Staff Sponsor Cell Phone#: _____

Location:
 Beaver Point
 Pathfinder Camp Area
 Alumni Backyard
 Art & Design
 Wellness Center
Guest Services Pioneer Memorial Church Alumni Services Academic Chair Wellness Center Manager

Other: _____
Facilities Management

Signature of Responsible party: _____ Date _____

Signature of Faculty/Staff Sponsor: _____ Date _____

Signature of Location/Building Manager: _____ Date _____

- I (Responsible Party) understand that I am responsible for complying with the regulations listed on the back of this form. If the guidelines are not met my privileges can be revoke and denied for current and future requests.
- I understand that this form is not for event approval, but only for the safety issues for the event.

Submitting a Recreational Burn Permit does not guarantee approval.
 Requests must be submitted two weeks prior to the event.

(For Office use)

| Approval Campus Safety Officer | Badge # | Date |
|--------------------------------|--------------------------------------|------------------------------------|
| _____ # Fire Extinguisher: | Checked out: ___/___/___ Ofc#: _____ | Checked in: ___/___/___ Ofc# _____ |
| _____ # Fire Shovel: | Checked out: ___/___/___ Ofc#: _____ | Checked in: ___/___/___ Ofc# _____ |

Recreational Burn Permit Regulations

- Approval Criteria for a Recreational Burn Permit
 - Any outside activity that requires equipment that uses an open flame. This includes but is not limited to bonfires, outside heaters, grills, etc.
- Burn Permit Request
 - Must be submitted to Campus Safety at minimum two weeks prior to the date of the event/fire.
 - Approval may be rescinded at any time leading up to or during the event for unsafe environmental conditions or user's actions (including failure to comply with burn permit regulations).
- Fire Maintenance
 - Fire is always attended by either identified Person Responsible or identified sponsor to ensure that all regulations are met.
 - Combustible material is only made up of natural products, such as brush or wood.
 - Construction materials, such as 2x4's etc. are prohibited per MI DEQ.
 - Combustible material shall not exceed 4ft. in height.
 - Maintenance of a 15ft. radius around the fire, clear of all combustible flammable material (including leaves, grass clippings, etc.).
 - The use of accelerants such as gasoline or diesel fuel is prohibited. Small amounts of flammable liquids such as "lighter fluid" which are designed for the use of starting a fire are allowed.
- Burn Permit Required Equipment
 - Bucket(s) filled with water (Supplied by Person Responsible)
 - Enough water should be provided to render all coals cool to the touch.
 - 1 Shovel (Supplied by Campus Safety).
 - 1 Fire Extinguisher (Supplied by Campus Safety).
 - Equipment will be on site during the entire event.
 - Supplied equipment will be returned to Campus Safety free of damage. Any incurred damage may be assessed to the party responsible. This includes unwarranted use of fire extinguisher.
 - A discharged fire extinguisher used to extinguish an uncontrolled fire (burning outside of the approved burn ring/burn area) will be considered free of damage barring no physical damage to the unit.
- Required extinguishment of the fire when finished.
 - Extinguishment of the fire consists of no flames, smoke, or heat achieved by dousing the fire with water.