

# Policy and General Procedures for Bonfires

## POLICY

If a bonfire is planned on University property or in connection with a University sponsored or supported event at another location, a review of the plans will be conducted. Primary responsibility for the conduct of the bonfire, and the safety of the participants, spectators, and others will remain with the sponsoring organization or group. The review by the University will be to assist the sponsor in carrying out their responsibilities and to coordinate the activities of interested parties.

## PURPOSE

This document provides general guidelines and procedures for those who plan a bonfire as part of a University event.

## GENERAL INFORMATION

1. All bonfire events must be scheduled with The Office of Conferences & Special Events (CSE) at (317) 940-9352 or [cse@butler.edu](mailto:cse@butler.edu).
2. **Please note:** bonfire events may not be reserved via the online reservation system on the MyButler Portal.
3. CSE will confirm date availability. A Bonfire Information Sheet and a reservation confirmation must be received from CSE for the bonfire even to officially be confirmed. Bonfires will be limited to the following dates during the calendar year: August 15-November 15 and March 15-April 30.
4. Plans for all bonfire events must be reviewed and approved by the Public Safety Director or his/her designee.
5. The Director of Public Safety will appoint an individual(s) to serve as the coordinator(s) for the event. The coordinator will serve as the contact for the group(s) involved.
6. The only area that has been determined to be appropriate for a bonfire is the Intramural Fields at Butler University.

7. The sponsor will be required to pay all of the costs associated with the bonfire including but not limited to safety measures, grill rental, police officer assignment, etc. All tables, chairs, or other needed outdoor equipment must be rented through CSE. (Note: There will be two tables set up at the site of the bonfire, property of Facilities, that may be used free of charge).
8. To allow for ample time to review the plans and engage the necessary resources, the request of a bonfire must be submitted to Conferences & Special Events (CSE) no less than thirty (30) days prior to the planned event.
9. Prior to construction, the coordinator will conduct a meeting with all parties involved to review safety issues, security precautions, construction guidelines and any other topic pertaining to the bonfire.
10. In the event the sponsoring group chooses to cancel their scheduled bonfire, they must notify the Department of Public Safety via Lindsey Birt, [lbirt@butler.edu](mailto:lbirt@butler.edu) at least 3 days prior to the event. If no cancellation is arranged, sponsoring group will be subjected to a \$75 cancellation fee. (Notice of the cancellation will be sent to Conferences and Special Events, the University Police Department and Facilities).

#### **BONFIRE REQUIREMENTS**

1. The in ground pit is the only area designated to hold a bonfire.
2. A bonfire shall be constructed in a safe manner by the sponsor.
3. A bonfire shall be no more than 5'x5'x5' in dimension and shall burn no longer than 3 hours from the time it is constructed.
4. Sponsor shall ensure that at least one member of the University's Community Emergency Response Team (CERT) is on hand prior to the start of the bonfire. The only job assignment of the CERT member is emergency response. The CERT member is not responsible and therefore shall not start, feed, or extinguish the fire. Please contact Lindsey Birt ([lbirt@butler.edu](mailto:lbirt@butler.edu)) to arrange. If a CERT member is unavailable, the Public Safety Director will determine a suitable replacement.
5. Fuel for the bonfire should consist of seasoned dry firewood. Once bonfire is constructed, excess wood and debris must be removed from the site. The sponsoring group should provide their own firewood that has been locally harvested within Marion County. Please contact CSE if you need a contact number.

6. No accelerants (gasoline, kerosene, diesel fuel, etc.) or any other flammables may be used to start or re-start the bonfire.
7. All persons involved in the construction of the bonfire must wear the proper personal protective equipment. This is, but not limited to, safety glasses, shoes with substantial soles and must not be opened toed shoes or sandals, and leather gloves.
8. Potential severe weather or steady winds of 10 mph or higher may delay the start of the bonfire. If wind speeds increase to a dangerous level or weather conditions worsen after the bonfire is started, the fire may be extinguished to protect the public and nearby property.

**EXTINGUISHMENT AND CLEANUP**

1. To insure personal safety, unauthorized persons shall not engage in fire suppression but should notify BUPD immediately.
2. A minimum of two 10 pound or one 20 pound ABC fire extinguishers and two 5-gallon size containers of water should be available to control the fire. There shall also be a hose used to hook up to the water supply at the building. There will be a cost of \$40 associated with refilling the fire extinguisher, if used. The group will be responsible for this cost.
3. After the fire has been extinguished, shovels and rakes should be used to turn charred materials while applying copious amounts of water to ensure that the fire has been fully extinguished. These will be store at the location of the bonfire and marked "Bonfire". Please do not remove these from the site.
4. Repair and maintenance (either routine or otherwise) on the grill is the responsibility of Facilities Management. Authorized users will be asked to report any problems noted with the grill during their assigned use. The grill will be provided for authorized use in clean condition, fully-fueled with systems checked for proper operation. Authorized users will be financially responsible for conditions deemed unacceptable when the grill is returned.

**IMPORTANT CONTACT NUMBERS**

BUPD Dispatch	317-940-9396 or 911
Facilities	317-940-9393
Conferences & Special Events	317-940-9352