



## Recreational Fires

### I. Policy Statement

This policy establishes the process and procedures for requesting and conducting recreational fires on campus.

### II. Definitions

**Bonfire:** Is a large open-air fire used as part of a celebration.

**Fire Pit:** Is a container (fixed or portable) which allows for the burning of wood or gas.

**Recreational Fire:** An outdoor fire usually used for pleasure, religious, or ceremonial reasons. The term includes fire pits and bonfires.

### III. Planning and Requesting the Recreational Fire Event

1. All recreational fire events must be scheduled with The Office of University Events at (317) 940-9352 or [buevents@butler.edu](mailto:buevents@butler.edu).
2. University Events will confirm date availability. A Recreational Fire Information Sheet and a reservation confirmation must be received from University Events for the event 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.
3. Plans for all recreational fire events must be reviewed and approved by the Chief of Public Safety or his/her designee.
4. The Chief 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.
5. The sponsor will be required to pay all of the costs associated with the bonfire including but not limited to safety measures, police officer present, if alcohol is being served, etc. All tables, chairs, or other needed outdoor equipment must be rented through University Events. (Note: There will be two tables set up at the site of the bonfire, property of Facilities, that may be used free of charge).



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6. To allow for ample time to review the plans and engage the necessary resources, the request of a recreational fire event must be submitted to University Events no less than thirty (30) days prior to the planned event.
7. In the event the sponsoring group chooses to cancel their scheduled event, they must notify the Department of Public Safety via Sgt. Roy Betz, [rbetz@butler.edu](mailto:rbetz@butler.edu) at least 3 days prior to the event. Notice of the cancellation will be sent to The Office of University Events, the University Police Department and Facilities.

### IV. Safety & Required Conditions

1. Common sense approaches to creating open fires must be used.
2. Accelerants such as gasoline, diesel fuel, or kerosene shall not be used to kindle a fire with exception of charcoal lighter fluid.
3. Charcoal lighter fluid may be used on wood before the fire is lit. It may not be sprayed on flames.
4. Only wood provided by or approved by the appropriate campus department may be used for a fire.
5. Running, dancing and horseplay shall not be allowed within 10 feet of an open fire.
6. Fires shall not be left unattended.
7. Fire watchers may be required.
8. All fires will be completely extinguished and cold before the fire watch ends.
9. Indianapolis Fire Department, Fire Marshal, Butler University Police Department, or representative of Butler University Facilities may order the extinguishment of any fire on Butler University campus deemed to be unsafe.
10. Participants shall obey the lawful orders of a responding fire department.



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11. A fire will be extinguished if at any time it creates a pollution problem, threat to public health, nuisance, or fire hazard.
12. No burning shall be conducted during unfavorable meteorological conditions such as high winds, temperature inversions, air stagnation, or when a pollution alert or air quality action day has been declared.
13. All burning shall comply with other federal, state, and local laws, rules, and ordinances.
14. Adequate firefighting equipment shall be on-site for extinguishing purposes during burning times.
15. Only clean wood products, paper, charcoal, or clean petroleum products, may be used during the burning.
16. If the pile being burned is more than one hundred twenty-five (125) cubic feet, the local fire department and health department shall be notified at least twenty-four (24) hours prior to the burning.
17. The fire shall not be ignited more than two (2) hours before the recreational activity is to take place, and will be extinguished upon conclusion of the activity
18. The fires shall not be used for disposal purposes.
19. The fire shall not be located within five hundred (500) feet of any fuel storage area or pipeline.



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### V. Bonfire Requirements

1. The only area that has been determined to be appropriate for a bonfire event is the Intramural Fields at Butler University, located at 5100 Lester Street.
2. A bonfire shall be constructed in a safe manner by the sponsor.
3. Bonfires shall not be located within 50 feet of a structure and provisions shall be made to prevent the fire from spreading to within 50 feet of any structure.
4. A bonfire shall be no more than 5' x 5' x 5' in dimension and shall burn no longer than 3 hours from the time it is constructed. 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.
5. Sponsor shall ensure that a University Police officer is on hand prior to the start of the bonfire. The Officer is not responsible for starting or feeding the fire. Please contact Sgt. Roy Betz ([rbetz@butler.edu](mailto:rbetz@butler.edu)) to arrange.
6. 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. Please contact University Events if you need a contact number.
7. No accelerants (gasoline, kerosene, diesel fuel, etc.) or any other flammables may be used to start or re-start the bonfire with the exception of charcoal lighter fluid.
8. 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.
9. Potential severe weather or steady winds of 10 mph or higher may delay the start of the bonfire. The University Police Officer working the event will determine that 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.



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### VI. Fire Pit Requirements

1. Fire Pit operation will follow the Safety & Required Conditions above, along with manufacturer guidelines.
2. Fire Pit appliances shall not be located within 25 feet of a structure or combustible material. Conditions which will could cause a fire to spread within 25 feet of a structure shall be eliminated prior to ignition.
3. Fire Pit appliances may be fueled by wood or propane gas.

### VII. Extinguishment and Cleanup

1. To ensure 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 stored 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.



## Recreational Fires

### VIII. Additional Materials

#### A. Contacts

BUPD Dispatch	317-940-9396 or 911
Facilities	317-940-9393
University Events	317-940-9352

B. Questions and concerns specifically regarding this policy can be addressed to the Butler University Chief of Public Safety.

C. Forms – Butler University Recreational Fire Information Sheet

#### D. Resources

1. International Fire Code Section 307 Open Burning, Recreational Fires and Portable Outdoor Fireplaces.
2. 326 IAC 4. Burning Regulations
3. Indianapolis-Marion County, IN Code of Ordinances, Section 511-703 – Limited burning for special purposes.