



## Bonfire Policy

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**Purpose:** The purpose of this document is to provide guidelines and safety precautions for bonfires. The college hosts two bonfires each year for first year and graduation celebrations. Additional bonfires may be considered and must be approved by Facilities, Campus Safety and EHS & Risk Management. A bonfire is an outdoor fire utilized for ceremonial purposes.

**NOTE:** At all other times, use of open flames including fire pits, hibachis, chimineas, tikki torches, and bonfires are strictly prohibited on campus due to fire safety reasons. This does not apply to the permanently installed charcoal grills located throughout the campus community. The charcoal grills have a separate use policy.

The following steps must be followed to obtain permission to hold a bonfire:

1. Contact the Office of Protocols and Special Events to confirm the date of the event.
2. **Obtain approval** from the Director of Facilities Services, Director of Environmental Health and Safety & Risk Management, and Executive Director of Campus Safety and Emergency Preparedness or Designee **at least 30 days prior to the event.**
3. **Obtain approval from Collegeville Borough at the monthly Borough Council meeting held the first Wednesday of the month.**
4. Submit a safety plan (Appendix B) to the Director of Facilities Services, Director of Environmental Health and Safety & Risk Management, that includes the activities to take place at or near the bonfire, estimated number of participants, the length of time of the event, rain date, if applicable, the names of monitors/facilitators, and name of contact person(s). Event monitors are expected to keep participants at least 25' from the fire and deter any horseplay.
5. The Executive Director of Campus Safety and Emergency Preparedness or Designee will notify the Collegeville Fire Marshal and contact the Collegeville Fire Department to arrange for standby services at the event. The Director of Environmental Health and Safety & Risk Management will contact the Department of Environmental Protection (DEP) Air Permit contact (as a courtesy in the event neighbors would contact DEP).
6. Facilities will provide the pallets, fire extinguishers, and monitor the fire as it is in progress along with the fire department. It will also be responsible for the proper clean up of the fire debris following the event. Burnt debris should be placed in a 55-gallon drum containing water and a magnet used to remove nails from the parking lot.

After permission is obtained, the faculty/staff advisor approving the event must

7. Provide a budget number to Facilities to cover the cost of the magnet rental used to remove nails from the parking lot and
8. Request a check from the Business Office for the donation to the fire department (\$500 has been the precedent).

The following safety precautions must be followed in order for the bonfire to take place on the designated date – use the bonfire checklist located in Appendix A.

- The bonfire must be located at least 50' from buildings, trees, bushes or other combustible objects and there shall be no overhead obstructions above the fire site. Facilities, Director of Environmental Health and Safety & Risk Management, and Campus Safety will determine the location.
- Stack of wood pallets may be no more than 10' x 10' x 10' and must be stacked so that the pile peaks at the top. The fire department will approve the set-up prior to lighting the fire.
- Participants must be at least 25' from the outside ring of the fire. Barriers must be in place.
- The Fire Department must be on-site and positioned within hose distant from the fire for the duration of the event.
- There must be at a minimum 3 event monitors present for crowd control.
- Winds must be less than 20 mph to set the fire.
- All combustibles and spare fuel must be at least 50' from the fire.
- Prior to lighting the fire, the fire department will notify Montgomery County Emergency Services at 610-489-0911 that a bonfire is in progress at the College and the approximate length of time of the bonfire.
- Fire must be lit by the fire department.
- Jumping over or running through the fire is prohibited.



# Bonfire Policy

## Appendix A Bonfire Checklist

Use this checklist to track completion of the requirements of the Bonfire policy. Return completed checklist to the Director of Environmental Health and Safety & Risk Management, Ritter 112, the following business day.

PRE-BONFIRE REQUIREMENTS	Signature/Email Confirmation	Date
<b>Event Coordinator:</b>		
<ul style="list-style-type: none"> <li>Office of Protocols and Special Events contacted, and date confirmed.</li> </ul>		
<ul style="list-style-type: none"> <li>Approval granted from the Director of Facilities, Director of Environmental Health and Safety &amp; Risk Management, and the Executive Director of Campus Safety and Emergency Preparedness or Designee at least 30 days prior to event.</li> </ul>		
<ul style="list-style-type: none"> <li>Facilities Service Response coordinator contacted for table, chairs, trash, and recycling needs at least 2 weeks prior to the event.</li> </ul>		
<ul style="list-style-type: none"> <li>Safety plan submitted to Director of Environmental Health and Safety &amp; Risk Management at least 2 weeks prior to the event and approval granted.</li> </ul>		
<b>Campus Safety:</b>		
<ul style="list-style-type: none"> <li>Letter sent by Executive Director of Campus Safety and Emergency Preparedness or Designee to the College Police Chief and Fire Chief to request permission at the monthly Borough Council meeting to hold the event. The letter should be received prior to the meeting which occurs the first Wednesday of each month.</li> </ul>		
<ul style="list-style-type: none"> <li>Collegeville Fire Department notified by Executive Director of Campus Safety and Emergency Preparedness or Designee and confirmed for standby at the event.</li> </ul>		
<b>Environmental Health and Safety &amp; Risk Management:</b> Department of Environmental Protection (DEP) notified of event.		
<b>BONFIRE SET-UP</b>		
<b>Event Coordinator:</b> Minimum of 3 monitors present – responsible for keeping participants at least 25’ from the fire separated by a barrier (i.e., metal, plastic)		
<b>Facilities:</b>		
<ul style="list-style-type: none"> <li>Located at least 50’ from buildings, trees, bushes or other combustible objects and no overhead obstructions. Wood pallets stacked no more than 10’ x 10’ x 10’ and piled so it peaks at the top.</li> </ul>		
<ul style="list-style-type: none"> <li>All combustibles and spare fuel at least 50’ from fire.</li> </ul>		
<ul style="list-style-type: none"> <li>Barriers (i.e., metal, plastic) placed at least 25’ from the fire.</li> </ul>		
<b>Campus Safety/Fire Department Responsibilities:</b>		
<ul style="list-style-type: none"> <li>Winds are less than 20 mph.</li> </ul>		
<ul style="list-style-type: none"> <li>Fire Department present and Montgomery County Emergency Services notified (610-489-0911) to inform bonfire in progress and approximate ending time.</li> </ul>		
<ul style="list-style-type: none"> <li>Fire department lights fire.</li> </ul>		
<b>POST-BONFIRE</b>		
<b>Event Coordinator:</b> Send/hand check to the fire department.		
<b>Campus Safety/Fire Department:</b> Montgomery County Emergency Services notified bonfire extinguished.		
<b>Facilities:</b> Clean up.		



# Bonfire Policy

## Appendix B Bonfire Safety Plan

**Date of Event:** \_\_\_\_\_

**Purpose/Theme of Event:**

\_\_\_\_\_  
\_\_\_\_\_

**Contact Information of Person(s) Coordinating Event:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Estimated Number of Participants:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Name of Faculty/Staff Person to be Present for the Event (if not the event coordinator):**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**List the names of the monitors/facilitators (must have a minimum of 3):**

\_\_\_\_\_  
\_\_\_\_\_

**Briefly describe activities that will take place at or near the bonfire:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is alcohol permitted? Yes or No (circle one). If yes, describe the alcohol policy for this event.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Event Coordinator(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Advisor(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return this completed form to the Director of Environmental Health and Safety & Risk Management, Ritter 112, at least 2 weeks prior to the event.** Director of Environmental Health and Safety & Risk Management will provide a copy to Facilities and Campus Safety.