

# Colby

## Open Fires Policy

**Introduction:** This policy addresses the process in which open fires are allowed on Colby College property. This policy addresses only fires contained in commercial, raised fire pits with a protective screen cover. All of other forms of fires are prohibited, including bonfires, campfires, and fires in other types of containers. This policy does not address the use of grills by students, which is governed by the Student Handbook and requires the permission of Security.

### Open Fires Policy Statements:

1. Open fires shall only occur outdoors in designated areas and in commercial, raised fire pits with a protective screen cover.
2. Open fires shall only occur as part of an event registered through the Office of Campus Events. Open fires will only be approved if they are scheduled and managed by a College department or recognized group as part an approved event. Requests from individual students for open fires at private events will not be approved.
3. Open fires shall be permitted in only one of the following designated areas at any given time:
  - a. Dana Lawn;
  - b. Johnson Pond Area;
  - c. Roberts Lawn; and
  - d. Additional areas for Special Programs summer use if approved by Security.
4. All open fires are subject to approval by the Waterville Fire Department (WFD), and may be cancelled or terminated at any time at the discretion of WFD or Security.
5. Alcohol and illegal substances are not permitted at any event with an open fire. Colby is a smoke and tobacco-free campus.
6. As governed by the Student Handbook, fireworks are strictly prohibited.
7. Violators of this policy will lose open fire privileges and may be subject to further discipline.

**Open Fires Procedures:** The following procedures shall be utilized by Colby community members wishing to have an open fire on Colby property:

1. All Colby community members seeking to have an open fire on Colby property must seek approval to register the event with the Office of Campus Events. Such request for approval shall identify one of the above designated locations. Security and Physical Plant Department (PPD) shall be notified of requests for approval for fires.

2. In addition to registering the event with the Office of Campus Events, applicants must seek approval from Security and file a work order request with PPD to review the site and supply the wood and approved fire-starting material.
3. Security may require the staffing of an additional Security Officer to supervise the open fire, and such additional costs shall be paid by the applicant.
4. Security will maintain an active seasonal fire permit with WFD. On the day of the event, Security will contact WFD for approval for the open fire.
5. A responsible host for an open fire held by a student group must undergo open fires training with Campus Life prior to the event.
6. The open fire must be attended at all times by the host or Colby staff. Security will monitor the fire through regular patrols.
7. Open fires must occur in an approved commercial, raised fire pit with a protective screen. Appropriate fire handling tools are required. Approved fire pits are available for rent from Wallace Events.
8. Wood and approved fire-starting materials for the open fire shall be supplied by PPD, and wood may be limited by PPD at the discretion of PPD or Security. Liquid accelerants or any other type of fuel or objects shall not be applied or used to start the fire.
9. The location of the open fire must include water hose access and/or access to a pressurized water can from Security.
10. At all times, the protective screen shall be placed over the fire.
11. If at any time, wind or other conditions change to affect the safety of the event, Security shall be notified and the fire shall be extinguished.
12. At the conclusion of the event, the fire shall be completely extinguished using the hose and/or watering can. Security shall be called to examine the location and confirm that the fire is extinguished. Only upon approval from Security may the host or staff leave the site.

Adopted: April 13, 2017