



## 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. All of other forms of fires, including bonfires, campfires, and fires in other types of containers are prohibited. 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 and in commercial, raised fire pits, with a 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 recognized College department or 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:
  - 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 is not permitted at any event with an open fire.
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.
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 the Physical Plant Department (PPD) to review the site and supply the wood.
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 the 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. Open fires must occur in a pre-approved commercial, raised fire pit with a protective screen. Appropriate fire handling tools are required.
7. Wood and 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. No other type of fuel, liquid accelerants, or objects may be applied or used to start the fire.
8. The location of the open fire must include water hose access and/or access to a pressurized water can from Security.
9. The open fire must be attended at all times by the host or Colby staff. Security will monitor the fire through regular patrols.
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 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.