

## **University Event Management: Guidelines for Barbecue Events**

**(Fall Term 2009, Revised 6.30.2009)**

Student Group Barbecues (BBQs) require advisor approval, scheduling and service coordination with University Event Management and Facilities, and adherence to fire safety codes.

### **How**

Recognized student groups wishing to organize a BBQ on campus should do the following:

1. Fill out a University Event Management (UEM) space request form and get approval from organizational advisor
2. Return form to UEM located on the 7<sup>th</sup> floor of Lerner Hall
3. Attend event review if advisor requests one after evaluating scale & details of event
4. Choose between:
  - a. Hiring Columbia Catering to cook
  - b. Having student volunteers cook
    - i. Designate a student event manager who must receive fire & safety training
    - ii. Contact Facilities to order BBQ equipment
5. Review checklist of "Things to Know & Instructions"
6. Sign acknowledgment of responsibilities
7. Use the disposal kit, provided by Facilities, at the end of the event

### **Where**

The following are acceptable locations:

- Revson Plaza
- Ansell Plaza
- Low Plaza
- Paved area between Butler Library and the Sundial
- Van Am Quad
- Wien Courtyard
- Pupin Courtyard

## **Fire Safety Guidelines**

**BBQs on campus must adhere to New York City Fire Department code and University guidelines:**

### **Set Up**

- BBQs can only be held in the approved locations. Grills cannot be used indoors, on lawns, on building roofs or at any other campus location.
- Grills must be kept at least ten (10) feet from any structure.
- One Two and one half (2½) gallon pressurized water extinguisher, a sixteen (16) quart pail of water or a charged water hose must be on-site for each BBQ unit used.
- Match light coals are the only charcoal approved for use. Lighter fluid is not permitted. Propane BBQs are not permitted.
- Grill kits must be ordered from ACE Rentals via UEM and Facilities.

### **Disposal**

- Coals must be fully extinguished and cool prior to disposal in a bag or coal bin, not on the ground.
- Disposal bags and coal bins are to be placed on hard-surfaced areas, not on the lawns.
- Additional guidelines may apply to barbecues depending on specific location.

Student groups will be charged a discharge fee if the water extinguisher has been used and a fire report has not been submitted. To avoid this fee, the fire extinguisher must either be returned in sealed condition or, if used in the case of an actual fire, along with a fire report submitted to Public Safety.

### **Acknowledgment**

I have read the guidelines for on-campus BBQs and acknowledge my responsibility in following the outlined process.

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Print Name

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Signature

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Date

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Recognized Student Group

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Name & Title of Executive Board Member Endorsing Trainee

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Signature of Executive Board Member Endorsing Trainee