



Purpose: the purpose of this document is to provide guidelines and safety precautions for those who receive permission from the administration to use a bonfire as a part of a College special event on campus. 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 Events Manager to confirm the date of the event.
2. **Obtain approval** from the Director of Facilities Services, EHS/Risk Manager, and Campus Safety **at least 30 days prior to the event.**
3. Submit a safety plan (Appendix B) to the EH&S/Risk Manager 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.
4. The Director of Campus Safety or Designee will notify the Collegeville Fire Marshall and contact the Collegeville Fire Department to arrange for standby services at the event. The EHS/Risk Manager will contact the Department of Environmental Protection (DEP) Air Permit contact (as a courtesy in the event neighbors would contact DEP).
5. 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

6. Provide a budget number to Facilities to cover the cost of the magnet rental used to remove nails from the parking lot and
7. 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, EHS/Risk Manager, and Campus Safety will determine the location.
- Stack of wood pallets may be no more than 5' x 5' x 5' and must be stacked so that the pile peaks at the top.
- Participants must be at least 25' from the outside ring of the fire. Barriers must be in place.
- 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 event leader, campus safety officer, other designated leader, or 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 a trained College employee or the fire department.
- Jumping over or running through the fire is prohibited.



Appendix A Bonfire Checklist

Use this checklist track completion of the requirements of the Bonfire policy. Return completed checklist to the EH&S/Risk Manager, Ritter 112, the following business day.

Pre-Bonfire Requirements	Signature/Email Confirmation	Date
Events Coordinator:		
<ul style="list-style-type: none"> • Events Manager contacted and date confirmed. 		
<ul style="list-style-type: none"> • Approval granted from the Director of Facilities, EH&S/Risk Manager, and the Director of Campus Safety or Designee at least 30 days prior to event. 		
<ul style="list-style-type: none"> • Facilities Service Response coordinator contacted for table, chairs, trash, and recycling needs at least 2 weeks prior to the event. 		
<ul style="list-style-type: none"> • Safety plan submitted to EH&S/Risk Manager at least 2 weeks prior to the event and approval granted. 		
Campus Safety:		
<ul style="list-style-type: none"> • Collegeville Fire Marshal contacted by Campus Safety and approval received to hold event. Signed permit obtained from Collegeville Boro. 		
<ul style="list-style-type: none"> • Collegeville Fire Department notified by Campus Safety and confirmed for standby at the event. 		
EHS/Risk Manager: Department of Environmental Protection (DEP) notified of event.		
Bonfire Setup		
Events Coordinator: Minimum of 3 monitors present – responsible for keeping participants at least 25’ from the fire separated by a barrier (i.e. metal, plastic)		
Facilities:		
<ul style="list-style-type: none"> • Located at least 50’ from buildings, trees, bushes or other combustible objects and no overhead obstructions. Wood pallets stacked no more than 5’ x 5’ x 5’ and piled so it peaks at the top. 		
<ul style="list-style-type: none"> • All combustibles and spare fuel at least 50’ from fire. 		
<ul style="list-style-type: none"> • Barriers (i.e. metal, plastic) placed at least 25’ from the fire. 		
Campus Safety/Fire Department Responsibilities:		
<ul style="list-style-type: none"> • Winds are less than 20 mph. 		
<ul style="list-style-type: none"> • Fire Department present and Montgomery County Emergency Services notified (610-489-0911) to inform bonfire in progress and approximate ending time. 		
<ul style="list-style-type: none"> • Trained College employee or fire department lights fire. 		
Post-Bonfire		
Event Coordinator: Send/hand check to the fire department.		
Campus Safety/Fire Department: Montgomery County Emergency Services notified bonfire extinguished.		
Facilities: Clean up.		



Appendix B

Bonfire Safety Plan

Date of Event: _____ **Rain Date:** _____

Name of Group: _____

Contact Information for Faculty/Staff Advisor:

Name: _____ Phone Number: _____ Email: _____

Contact Information of Person(s) Coordinating Event:

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 advisor):

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 Events Coordinator(s): _____ **Date:** _____

Signature of Advisor(s): _____ **Date:** _____

Return this completed form to the EHS/Risk Manager, Ritter 112, at least 2 weeks prior to the event. EHS/Risk Manager will provide a copy to Facilities and Campus Safety.