Outdoor Wood-Fueled Firepit Policy

1. Colby-Sawyer College permits the use of wood-fueled firepits for official college-sponsored events and activities. There are two approved firepits located on campus that are available for use. The pits are located between Rooke Hall and Lawson Hall, along with one on the quad in front of Burpee Hall. The firepits shall not be moved from the designated locations. The firepits will be covered and locked when not in use.
2. College departments and student organizations can register to host events that include firepits. Requests to use wood-fueled firepits can be made by completing the CSC Fire Pit Use Request Form at least one week before the event.
3. Approval for outdoor firepit use is at the discretion of the Director of Campus Safety or designee. The decision to approve the use of fire pits on campus is made in concert with other college officials and members of the New London Fire Department on a case-by-case basis.
4. The Director of Campus Safety will notify the requesting party, as well as Facilities Management, of the request status. If approved, the date and time of the event will be included in the correspondence.
5. It is the responsibility of the sponsoring party to ensure the firepit is operated in a safe manner and that attendees adhere to all safety measures. Failure to do so will likely be addressed through the student conduct process (when involving a student) or supervisor (when involving an employee). Violations of the law may be referred to the New London Police and/or other law enforcement agencies. The individual or group requesting the use of the firepit may also be held accountable for violations.

If approved, outdoor fires must adhere to the following:

1. The use of firepits on campus is permitted between the hours of 5:00 pm and 12:00 am. Approved use of the firepits will require a staff or faculty member to be present/assigned to the event.
2. Fires must be contained in the approved metal firepits. A fire extinguisher should be retrieved from Campus Safety before igniting the firepit and kept nearby at all times.
    - Fire extinguishers should be discharged only in cases of emergency and should not be used for the routine extinguishing of fires. If a fire extinguisher is used, Campus Safety must be notified. Campus Safety will make sure the fire extinguisher is recharged or replaced and put back into service as soon as possible.
3. Only approved burning material are permitted. Permitted materials include untreated wood and charcoal. Items not allowed to be burned include, but are not limited to,

trash, plastics, rubber, painted wood, plywood or furniture. The use of accelerants such as lighter fluid, alcohol, or gasoline is strictly prohibited. Store-bought fire starter fiber blocks or cubes are permitted.

4. The **fire must be monitored at all times** and must be completely extinguished with water (including all hot embers) by 12:00 am.
5. Any behavior by an individual or group of individuals in attendance that puts the health and safety of themselves, others, or the community at risk will likely be addressed through the student conduct process (when involving a student) or supervisor (when involving an employee). Violations of the law may be referred to the New London Police and/or other law enforcement agencies. The individual or group requesting the use of the firepit may also be held accountable for violations.
6. College officials, including the Department of Campus Safety and/or the New London Fire Department, have the right to order the extinguishment of any fire at any time.

**This policy applies to wood-fueled firepits and not the propane pits, which do not need approval through this process.*

For additional information pertaining to firepit use in New Hampshire, visit:
https://www.nh.gov/nhdfl/documents/fire-law-brouchure.pdf