Recreational Fire Pit Guidelines

The following procedure should be followed and viewed as a checklist to assist in attaining the goal of a safe and successful recreational fire event.

* The sponsor should reserve the St. Paul Campus Student Services fire pit by filling out the Recreational Fire Pit Request Form and submitting it to the Building Services email box. The form must be submitted and approved at least ten (10) days before the requested event date.
* Once approved, the sponsor must pick-up a safety bucket, fire extinguisher, fire pit and fire wood from Building Services for purposes of extinguishing the fire using water as directed by Building Services based on the fire pit event location.
* The sponsor listed on the request form must be present and is fully responsible for maintaining and extinguishing the fire and returning the fire extinguisher to Security. Building Services will gather the equipment the following day.
* The fire pit be stored in a secure location when not being used. The locations of the fire pit will be pre-determined locations as part of the fire pit request form and approved by facilities.
* Depending on the location, this could draw un-invited guests from around the area. While we are an open university, most of our events are private. The event sponsor should ask those who are not invited to politely leave. If the un invited guests do not leave or cause a disturbance, the sponsor should call security for assistance.

**Recreational Fire Clean-up:**

* MSU will supply the event sponsor with one 5-gallon container so they can secure water to extinguish the fire.
* After the fire has been extinguished, a shovel and rake (provided by Building Services) should be used to turn charred materials to ensure that the fire has been fully extinguished. Additional water should be applied.
* Ash debris from the fire pit should be placed in a provided ash can after the event.
* Repair and maintenance on the fire pit is the responsibility of the University. Event sponsors are asked to report any problems noted with the fire pit during their assigned use. Sponsors will be charged for any damage beyond reasonable wear and tear of the fire pit.
* The University will provide 10 lb. ABC fire extinguisher to control the fire, in case of emergency only. The sponsor will be charged an additional $100 if the fire extinguisher is used.

**General Rules for Recreational Fires:**

* Only clean, untreated, or unpainted wood can be used as fuel for the fire. Paper can be used for purposes of igniting the fire. No accelerants (i.e., gasoline, diesel, lighter fluid, etc.) can be used to ignite or sustain the fire.
* All recreational fires are to be placed in the burn pit provided at St. Paul Campus Student Services. The fire must be contained in the pit provided (no larger than 3 feet diameter and 2 feet in height).
* The sponsor is required to stay 15 minutes after the fire has been extinguished to ensure the coals will not reignite or spread to surrounding areas.
* The burn pit must be at least 25 feet from a building or combustible materials.
* Alcohol is prohibited.
* Fires are allowed if winds are **less than 15 miles per hour**.
* Fire are permitted when the fire danger level is at or below HIGH, or when otherwise not prohibited by the fire chief.
* Participants must stand at least five (5) feet away from the fire pit.
* Food cannot be prepared on the fire pit (no hotdogs, s’mores, etc.).
* Fires are permitted between the hours of 10 a.m. and 10 p.m.
* Recreational fire events are allowed between May 1 and October 1 due to weather and outside water availability.
* Fires shall be constantly attended by a person knowledgeable in the use of the fire extinguishing equipment provided.
* The sponsor will be responsible for all incidents of damage or injuries related to the recreational fire. The sponsor will be responsible for all costs incurred if Maintenance, Security, or the St. Paul Fire Department has to be called out.
* The fire department may order the fire to be discontinued if, in their opinion, the fire constitutes a hazardous condition or produces obnoxious smoke or odors that may cause a public nuisance.
* Campus Operations or Security Personnel have the right to revoke approval for recreational fire pit use if weather permits, fire ban is issued, or if unsafe behavior is observed.
* Injury – While generally, fires are safe and fun, if an injury does occur please call 911.
* Authorized Personnel and Private Event: Community members may want to engage in the event. It is not acceptable to hand off responsibilities or duties to others not authorized on the request form. Please contact MSU security for any concerns during the event.

**Contact Information:**

MSU Campus Operations……………………………………….…………….651-793-1700

MSU Director of Facilities (after-hours) ……………………………….….....651-793-1700

MSU Security…………………………………………………..……………….651-793-1717

MSU Student Center………………..…………………………………………651-793-6724

St. Paul Station 4 Fire Department……………….………………….……….651-776-1252