

## **Safety Protocols: Fireside on Manchester**

### I. Fire Pits

- A. Propane fire pits shall be lit from 5pm to 10pm nightly. This schedule is subject to change.
- B. Propane tanks shall be turned on and off by trained staff. Tanks should not be touched by any person who has not been trained. A list of trained individuals will be kept by the Office of the Dean of Students..
- C. No smoking is permitted around the fire pits, whether they are lit or unlit.
- D. No one shall place or pour any foreign object into/on the fire. This includes but is not limited to:
  - 1. Food of any kind
  - 2. Wrappers and containers of any kind
  - 3. Wood, pine cones, leaves, and other organic matter
  - 4. Hand sanitizer or other alcohol-based products
  - 5. Paper of any kind
- E. Fire pit tables should not be sat on.
- F. Fire extinguishers are located on the light poles.
- G. The fire pits may be removed at any time as deemed necessary by university staff.

### II. Furniture

- A. Each chair shall hold no more than one individual at a time.
- B. Occupancy around each fire pit is limited to the number of existing adirondack chairs placed there.
  - 1. No extra furniture should be placed around any fire pit. This includes, but is not limited to stadium chairs, folding chairs, stools, etc.
    - a) This does not include equipment required for mobility assistance, such as wheelchairs, walkers, and knee scooters.
  - 2. Furniture shall not be moved unless pre-approved by the following offices: Campus Programs & Services, Facilities & Campus Services.

### III. Activities and Programming

- A. Reservations
  - 1. Sections A with the fire pits is available through Deaconspace, in groups of 3, 6, or all fire pits
  - 2. Section B grassy area only. Does not include access to the Dining tent
  - 3. Section C (closest to Gulley Drive) is reservable through DeaconSpace

### Activities

- B. Board games and card games should not be placed on the table when fire is lit.

### IV. Stage

- A. The stage is available for reservation in DeaconSpace. The stage can only be used with a confirmed reservation.
- B. See Section VI. Weather for more information

- V. Weather
  - A. The space managers (Campus Programs & Services) reserve the right to adapt or cancel any reservation due to weather conditions including, but not limited to:
    - 1. High winds
    - 2. Precipitation (rain, sleet, snow)
    - 3. Ice accumulation
    - 4. Fog or low visibility
  - B. Fire pits shall either not be turned on or can be turned off in the event of precipitation.
- VI. Noncompliance
  - A. Any individual found to be in noncompliance with the guidelines and procedures may be subject to disciplinary action.
  - B. Students may be referred to the Office of the Dean of Students for violations of the [Student Code of Conduct](#).
- VII. Wake Forest University reserves the right to change the guidelines and procedures in this document at any time.