

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

### I. Fire Pits

- A. Propane fire pits shall be lit from five pm to ten pm 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. Propane tanks shall be replenished once daily by Facilities & Campus Services.
- D. No smoking is permitted around the fire pits, whether they are lit or unlit.
- E. 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
- F. Fire pit tables should not be sat on.
- G. Fire extinguishers are located on the light poles.
- H. 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. Six foot physical distancing must still be maintained.
  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. Audio/Visual
  - A. Audio/Visual requests should be included with the reservation in DeaconSpace.
  - B. Trained staff will oversee disinfecting audio/visual equipment before, during, and after events.
    - 1. Microphones
      - a) Microphones will be wiped down with alcohol wipes and have the temporary windscreen changed between individuals.
  - C. Screen
    - 1. Sandbags will be used to anchor the screen
    - 2. The screen should only be assembled/disassembled by trained staff
- VI. 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.
- VII. 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](#).
- VIII. Wake Forest University reserves the right to change the guidelines and procedures in this document at any time.