



Office of Strategic Venues & Event Services

OUTDOOR GRILLING POLICY

DEFINITIONS

Important terms will be italicized throughout this document as a reference to the reader. To review the definitions of these terms, please visit the key terms section of the *Office of University Scheduling Policy & Procedure Manual*.

INTRODUCTION AND PURPOSE

Although outdoor grilling should not be a common occurrence in programming, *recognized student organizations* that receive approval from the Office of Student Engagement and the Office of University Scheduling may do so. Grilling is only permitted on campus by other clients with approval by the Managing Director of Auxiliary Services. Grills (charcoal or electric) must remain on the Bell Tower Patio at least ten (10) feet away from university buildings and all of the following steps must be followed for approved use of the grill:

Commented [KGM1]: Changed from Office of Student Activities

FACULTY/STAFF

To reserve outdoor space for grilling, requests must be made to the Office of University Scheduling through [EMS WebApp](#) at least 30 days in advance in order to be considered.

STUDENT ORGANIZATIONS

For space reservation a request must be submitted to the Office of University Scheduling through [EMS WebApp](#) at least fourteen (14) days prior to the event. Once space has been approved by Scheduling, the organization must submit the event for final approval by the Office of Student Engagement through BruinLink.

ABIDE BY THE FOLLOWING SAFETY REGULATIONS FOR GRILL USE

- A working fire extinguisher relevant to the size and shape of grilling plans must be close at hand during use of any grill. A fire extinguisher must be checked out from the Office of Residence Life.
- Use only sufficient charcoal to cover the base of the barbecue to a depth of about two inches. Store any extra charcoal in a metal container with a tight-fitting lid, separate from the grill. Charcoal must be stored dry, as wet charcoal can spontaneously combust and start a fire.
- After use, do not place hot coals in any garbage receptacle. Use a metal bucket full of water and safely immerse hot coals using tongs. Dispose of coals only in non-combustible containers.
- Never leave the coals burning. Never dump the coals on the ground.

- A grill mat must be placed under the grill and a drip pan/grill pad must be used under the grill at all times to prevent grease and other items from dropping and attracting vermin. These must be purchased and provided by the organization sponsoring the event – the Office of Student Engagement and the *Office of Event Services* does not provide these.
- Failure to follow these guidelines will result in a student organization's loss of grilling privileges on campus and potential other sanctions.

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ABIDE BY THE FOLLOWING FOOD PREPARATION EXPECTATIONS

- Food preparation should take place indoors if possible, to avoid contamination and possible health hazards.
- Foods, which are cooked on the grill, should be dispensed directly from the grill using sanitary utensils and stored in clean containers with covers or wrapped if not immediately served. Do not serve raw or undercooked meats.
- All food cooked on the grill should be protected from dust, dirt, insects, rodents and other forms of contamination.
- All meats should be kept on ice at a temperature below 40 degrees and protected until cooked.