

**RESIDENCE QUAD FIRE PIT
APPROVAL FORM**

Event Name: _____

Event Date: _____

Sponsoring Organization(s): _____

Event Start Time: _____ : _____ am / pm

Event End Time: _____ : _____ am / pm

Event Contact Name: _____

Contact Number: _____

Rules & Guidelines

1. This form must be completed and turned in to the Assistant Dean of Student Engagement at least 48 hours in advance of the event date.
2. The fire ring in the Residence Hall Quad is the only place permitted to host a fire on campus.
3. Sponsoring organizations are required to be approved for fire pit use through the Astra Space Reservation website (astra.queens.edu). During space reservation, organizations are asked to reserve fire pit necessities. These necessities include:
 - a. Water Hose
 - b. Fire Wood
 - c. Fire Extinguishers
4. Fuel for the fire may only consist of seasoned dry firewood and be ignited with starter logs or kindling. Sponsoring organizations are responsible for providing igniter materials.
5. No gasoline, charcoal lighter fluid, or any other flammable liquid may be used in or around the fire.
6. No more than two people may be inside the brick fire ring at one time.
7. The responsible party must constantly attend the fire from the initial lighting until the fire is extinguished.
8. Fires must be extinguished no later than 12am (midnight). It is the responsibility of the sponsoring organization to ensure the fire is fully and successfully extinguished prior to leaving the fire pit.
9. The area in and around the fire circle must be cleaned up and cleared of any debris after event.
10. No alcohol will be allowed in the Residential Quad.

Approval Signatures

By signing this form you acknowledge that you have read the above rules and policies and agree to uphold these requirements during your event. Refusal to follow the rules and policies laid out will result in termination of event.

Sponsoring Organization Contact Person

Date

Monica Gillette
Assistant Dean of Student Engagement

Date



Department of
Student Engagement

Once signed, Assistant Dean of Student Engagement will provide the Vice President of Student Engagement and Dean of Students, Campus Police, and Conference & Events Services with this form