REQUEST FOR RECREATIONAL BURN PERMIT

Department/Group: ____________________________________________________________

Date: _______________ Time Beginning:_____________ Time Ending:__________________

Person Responsible: ____________________________________________________________

Person Responsible Cell Phone#: _______________________________________________

Faculty/Staff Sponsor: __________________________________________________________

Faculty/Staff Sponsor Cell Phone#: _____________________________________________

Location: □ Beaver Point □ Pathfinder Camp Area □ Alumni Backyard □ Art & Design

Guest Services Pioneer Memorial Church Alumni Services Academic Chair

I (Responsible Party) understand that I am responsible to comply with the Burn Permit Regulations listed on the back of this form:

In the event that these guidelines are not met, I (Responsible Party) understand that my privileges can be revoked and denied for current and future requests.

______________________________________    _____________________
Signature of Responsible Party                      Date

______________________________________    _____________________
Signature of Faculty/Staff Sponsor                      Date

______________________________________    _____________________
Signature of Location Manager                      Date

______________________________________    _____________________
Approval of Fire Inspector                       Date

# Fire Extinguisher:   Checked Out:___/___/___ Officer#:______ | Checked In: ___/___/___ Officer#:______

# Fire Shovel:   Checked Out:___/___/___ Officer#:______ | Checked In: ___/___/___ Officer#:______

Updated 10/30/18
Office of Campus Safety
269-471-3321   safety@andrews.edu

Pg. 1 of 2
Recreational Burn Permit Regulations

- Burn Permit Request
  - Must be submitted to Campus Safety at minimum two weeks prior to the date of the event/fire.
  - Approval may be rescinded at any time leading up to or during the event for unsafe environmental conditions or user’s actions (including failure to comply with burn permit regulations).

- Fire Maintenance
  - Fire is attended at all times by either identified Person Responsible or identified sponsor to ensure that all regulations are met.
  - Combustible material is only made up of natural products, such as brush or wood.
    - Construction materials, such as 2x4’s etc. are prohibited per MI DEQ.
  - Combustible material shall not exceed 4ft. in height.
  - Maintenance of a 15ft. radius around the fire, clear of all combustible flammable material (including leaves, grass clippings, etc.).
  - The use of accelerants such as gasoline or diesel fuel is prohibited. Small amounts of flammable liquids such as “lighter fluid” which are designed for the use of starting a fire are allowed.

- Burn Permit Required Equipment
  - Bucket(s) filled with water (Supplied by Person Responsible)
    - Enough water should be provided to render all coals cool to the touch.
  - 1 Shovel (Supplied by Campus Safety).
  - 1 Fire Extinguisher (Supplied by Campus Safety).
  - Equipment will be on site during the entire event.
  - Supplied equipment will be returned to Campus Safety free of damage. Any incurred damage may be assessed to the party responsible. This includes unwarranted use of fire extinguisher.
  - A discharged fire extinguisher used to extinguish an uncontrolled fire (burning outside of the approved burn ring/burn area) will be considered free of damage barring no physical damage to the unit.

- Required extinguishment of the fire when finished.
  - Extinguishment of the fire consists of no flames, smoke, or heat achieved by the dousing of the fire with water.