

Towson University
Event & Conference Services
Glen BBQ Fireplace *(only location allowing coals & wood)*

Rec'd by ECS _____

To avoid having your event cancelled, it is **very** important to: #1 Carefully follow all of the directions outlined on this Form. #2 Have this Form signed and returned to your Event Manager by the due date specified.

BBQ Event Details

- Sponsoring TU Group: _____ Event Date: _____ Expected Attendance: _____
- (Select One): Student Org Event _____ Dept. Scheduling a Student Event _____ Dept. Only Event _____
- How is the event being marketed? _____ Are Off Campus Guests being invited? YES / NO
- Setup Time _____ Scheduled Guest Arrival Time _____ Event End Time _____

Glen Fireplace Fees

- \$17.50/Hour (Minimum of 3 hours) – ECS Sound Monitor when a DJ or any amplified sound is being used.
- \$35 Failure to return the bucket, wire brush & butane BBQ lighter
- \$25 Failure to return any part of the utensils kit

Pre-Work for a Glen Fireplace Event – FAILURE TO MEET ALL OF THESE EXPECTATIONS WILL RESULT IN CANCELLATION OF THIS EVENT

- An authorized representative for this event must read, sign and forward this form to ECS, UU # 212, or to the assigned Event Manager, no less than 5 business days prior to the scheduled event date.
- An approved [Fire Permit](#) must be obtained from the TU Department of Environmental Health and Safety for approval to use a BBQ grill / fireplace on campus. Personal BBQ's are not permitted.
- The authorized representative completing this form will designate an onsite Grill Technician. This person must read this form completely
- The representative and group leaders working the event must meet with their event manager, at least 5 business days prior to the event

Directions for use of the Glen Fireplace Location

- No food shall be cooked in the fireplace via open flame with the exception of S'mores / Marshmallows
- BBQ's and Picnics are limited to 4 hours in duration. Groups are permitted 1 hr pre-event setup and 1 hr post-event breakdown/clean up.
- The group is responsible for ensuring their guests follow the expected behavior as outlined by ECS. Failure to control guest behavior, sound/volume, etc. will result in the group losing their privilege to hold similar events for 1 calendar year.
- The group is required to provide their own charcoal, wood and lighter fluid. Lighter fluid is combustible and improper use/storage can cause severe injury or death. Lighter fluid is never to be stored in any University building. If you need to store lighter fluid, please see the University Union Building Manager for safe storage. If needed, someone from ECS can assist you with grill use/ instructions.
- Bucket and shovel may be signed out from the University Union Information Desk and must be returned clean after event
- Grilling tools with long handles can be signed out from the University Union Information Desk and returned clean after event
- Empty lighter fluid container, charcoal or wood bags, should be disposed properly in an outside trash container.
- When use of BBQ is completed, pour the bucket of water on the coals or wood. Mix with the shovel to help extinguish.
- Dispose of the used charcoal/wood in the onsite heavy-duty Coal Can. Do not place charcoal/wood into regular trash can. Applicable clean-up costs will be billed to the group, if the event area and the grill are not cleaned post-event.
- BBQ & Picnic Music: Amplified sound at a Glen Fireplace event, must be coordinated with your event manager, at least 14-days in advanced. An ECS Sound Monitor will be required to ensure the DJ or music does not exceed the defined level.
- Music & Amplified Sound must end by 10pm on Sunday-Thursday & Music & Amplified Sound must end by 11pm on Friday & Saturday

Glen Fireplace Lighting Instructions

- Clean the grill, remove the grate and place on the side.
- Stack the charcoal or several pieces of wood in the center of the fireplace.
- Pour lighter fluid over the charcoal or wood. Let soak for a few minutes.
- Light the charcoal or wood in 4-5 areas and stand back to let the lighter fluid burn off for about 10 minutes
 - **NEVER APPLY LIGHTER FLUID TO A LIGHTED FIRE OR HOT COALS. THIS COULD CAUSE A SEVERE INJURY OR DEATH.**

Group Volunteer Responsibilities for Events at Glen Fireplace

- It is imperative that ALL members have been extinguished and no smoke is emitting from the fireplace to prevent rekindling.
- Grill Technician: Has read the above instructions for lighting a charcoal or wood fireplace. Responsible for safely handling food products, proper clean-up of the grill and utensils, and returning all items borrowed from the Union Information desk to avoid being changed.

Organization's leaders assigned to work the event (Detail names)

I have read, understand and will follow the above procedures:

Advisor (Print Name): _____ Signature: _____ Cell #: _____

Grill Technician (Print Name): _____ Signature: _____ Cell #: _____