Lighting the Glen BBQ Fireplace

(Only campus location where charcoal may be used)

It is very important to follow the outlined directions carefully and to have the document signed and returned to your Event Manager by the date required to avoid having your event cancelled. To avoid additional post-BBQ fees, the organization must completely clean up the area, empty the coals in the supplied coal can, and return all loaned equipment to the University Union Information Desk.

Important! Lighter fluid is combustible and improper use can cause severe injury or death. If you do not feel comfortable, please arrange for someone from Event & Conference Services to help you.

Towson University
Event and Conference Services

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

- A Faculty/Staff or Greek Chapter Advisor or member of the student organization must read, sign and forward this document to ECS 5 business days prior to the scheduled event date to avoid the event from being cancelled.
- The Faculty/Staff or Greek Chapter Advisor or member of the student organization will act as the Grill Technician and must read the Steps to Light Charcoal with Lighter Fluid safety detailed below.
- The student group contact must read, sign and forward this document to ECS 5 business days prior to the scheduled event date to avoid the event from being cancelled.
- Fax the signed form to 410-704-3048 or drop off to your Event Manager in UU212.
- Students working the event to assigned responsibilities must meet with their event manager for training prior to event scheduled date. The training date & time should be coordinated with your assigned event manager, but must be at least 5 business days before the event.
- An approved Fire Permit must be obtained from the Department of Environmental Health and Safety for approval to use a BBQ grill anywhere on campus. Please write your organization name and the date of the event on the Fire Permit Request form. Charcoal BBQ’s are not permitted.
- The Event Manager is to file a copy of the signed document in the permanent event file maintained by the ECS Accounting Clerk.

Post-BBQ Fees
- $50 Failure to return the pail & shovel
- $25 Failure to return any part of the utensils
- $TBD cost for grounds to clean up trash, litter, improperly handled charcoal

Directions for use of the Glen BBQ Fireplace

- The group is required to provide the charcoal and lighter fluid. LIGHTER FLUID IS NEVER TO BE STORED IN ANY UNIVERSITY BUILDING. IF YOU NEED TO STORE LIGHTER FLUID, SEE THE ASSISTANT DIRECTOR OF UNIONS OR THE UNION MORNING BUILDING MANAGER WHO WILL PROVIDE SAFE STORAGE IN THE FLAMMABLE LIQUID STORAGE CABINET LOCATED AT THE UNION INFORMATION DESK.
- Bucket and shovel may be signed out from the University Union Information Desk and must be returned to avoid being charged for replacement costs.
- Ensure you have appropriate grilling tools with long handles for the food you will be cooking. Utensils may be borrowed from the University Union Information Desk.
- Assume at least 10 minutes prior to cooking for the coals to be ready for grilling.
- Remove the grilling grate from the BBQ grill and place on the side. Pile the 40 pounds of charcoal in the center of the grill.
- Prior to attempting to light the charcoal, EMPTY THE ENTIRE CONTAINER OF LIGHTER FLUID ON THE CHARCOAL EVENLY.
- Light the charcoal in 4-5 areas and stand back and let the lighter fluid burn off. Lighter fluid burns with a slow flame and provides an easy way to start your charcoal BBQ. NEVER APPLY LIGHTER FLUID TO A LIGHTED FIRE OR HOT COALS. THIS COULD CAUSE A SEVERE INJURY OR DEATH.
- When the coals turn gray, carefully spread them out evenly across the base of the grill using the shovel.
- Please dispose of the empty lighter fluid container and charcoal bags properly in an outside trash container.
- Empty the bucket of water on the coals and mix with the shovel to help extinguish the charcoal. IT IS THE RESPONSIBILITY OF THE GROUP USING THE BBQ FIREPLACE TO PLACE THE USED CHARCOAL INTO THE PROVIDED HEAVY DUTY COAL CAN FOR DISPOSAL. DO NOT PLACE CHARCOAL INTO REGULAR TRASH CAN. If the grill is not emptied, the cost to have the BBQ fireplace cleaned out will be billed to the organizing group.

Steps to Light Charcoal with Lighter Fluid Safely

First off, make sure that the coal you are using is not the self-lighting type or that it has an additive that allows it to start burning without the need for lighter fluid. Additives can give the food bad taste. The charcoal you use should produce no smoke and should be clean. Read the instructions that come with the grill and make sure that you have understood them.
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- Clean the grill thoroughly to remove any grease and ash.
- Determine the amount of coal you will use.
- Open the grill’s vents at the bottom.
- Pour the charcoal on the grill and arrange them in a pyramid shape.
- Pour lighter fluid into your charcoal until the coal has become slightly shiny.
- Let the fluid sit for about half an hour then take a long match then light the charcoal from the bottom.
- Leave the coal to burn until their surface turns white. When using lighter fluid, you should ensure that you give it time to burn off completely before starting the grilling.
- Evenly spread the coal throughout the grate using an instrument that has long handles.

Post Event Directions
- Return the Bucket/Shovel & Utensils if borrowed (must be rinsed off) to the University Union Info Desk [to avoid being charged as detailed above].
- Completely empty charcoal from the BBQ fireplace and place into the provided heavy gauge coal can [to avoid being charged for cleanup].
- Pickup and property dispose all litter from tables and the ground [to avoid being charged for cleanup].

Organization’s students assigned to work the event (Detail names)

- Event Manager Assistant (1) ____________________________
- Grill Technician (1-2) ____________________________      ________________________________     _____________________________________
- Crowd Observers (1-3)  ______________________________       _________      ________________________________

Sponsoring Group: _________________________________  __________________________________

Event Date: ____________________________

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

Advisor (Print Name): ____________________________  Cell Number: ____________________________  Signature: ____________________________

Group Contact (Print Name): ____________________________  Cell Number: ____________________________  Signature: ____________________________

Last updated 7-27-16

Student Group Volunteer Responsibilities for BBQ’s

This document is designed to define the roles and responsibilities of each individual volunteer within a student group to assist in the safe and proper management of BBQ’s held on campus. For each event, the student group must have at least 3 individuals whose sole responsibility is to be assigned a position described below. The students assigned must remain committed to all responsibilities throughout the duration of the event. A failure to uphold these expectations may result in future rights to hold BBQ’s.
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BBQ Events:

1 - Event Manager Assistant. This individual will act as the student organizations event supervisor to ensure all student group volunteers are handling their responsibilities as assigned and that the area is thoroughly cleaned up to ensure the group is not charged by the Grounds Department to clean the area. If an ECS Event Manager is assigned to be in attendance at the event, they will remain in contact during the event in case there are any requests the Event Manager may have. Usually this is member of the student organization who has worked with the Event Manager throughout the planning process. If an ECS Event Manager is not assigned to work the BBQ, the Event Manager Assistant will have the cell number for the ECS Event Managers assigned as the manager on duty.

2 - Crowd Observers. Responsibilities for this position are to ensure guests are not drinking alcoholic beverages, smoking cigarettes or drugs or participating in activities that could be dangerous to themselves or others. Their focus area will include Paw’s Lawn, Patio and the Union Garage. Persons that want to smoke a cigarette must walk to Cross Campus Drive as smoking is not permitted on campus at any time. In the event any of these policies are being broken, this volunteer should be prepared to address the guest and rectify the situation and ask for help if the guest does not correct their behavior.

3 – Grill Technician. Responsibilities for this position has read the above instructions for lighting a charcoal grill. They also will have knowledge of 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. This person must be in place prior to the start of the event to safety train those using the BBQ grill how to light and safely BBQ.