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.
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.

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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.

- 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 1-9-18

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
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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.

**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 been 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.