Lighting Rental Propane BBQ Grills

For Use at Campus Locations Beyond the University Union

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 and return all loaned equipment to the University Union Information Desk.

Important! Propane is highly 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

DATE RECEIVED BY ECS: ____________

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

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 be trained in person by a Professional Event Manager or another ECS professional who has been trained in the proper use of propane BBQ grills. Approval will not be provided unless someone has been trained and will be in attendance at the start of the BBQ to demonstrate the proper and safe use of the grill.
- 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.
- BBQ’s and Picnics music must end by 10pm Sunday-Thursday and 11pm on Friday & Saturday. Groups are permitted 1 hour pre-event setup and 1 hour post-event breakdown and clean up.
- The student organization is responsible to ensure the DJ or music does not exceed the defined level. In addition, they are responsible for ensuring their guests follow the expected behavior as explained by your event manager when arranging the event. Failure to control music volume or guest behavior will result in the student organization losing their privilege to hold similar events for 1 calendar year.

BBQ Fees
- Grill Cost - $125 per grill
- $17.50/Hour (Minimum of 3 hours) – Sound Monitor when a DJ or any electronically amplified sound is being used.
- $35 Failure to return the pail, Wire Brush & Butane BBQ Lighter
- $25 Failure to return any part of the utensils
- $TBD cost for grounds to clean up trash and litter

Directions for Use of ABC Party and Tent Rental Provided BBQ Grills
- BBQ grills may only be setup in approved locations at least 15 feet from a building with a bucket of water located in the area of the BBQ. (Buckets may be signed out from the University Union Information Desk and must be returned to avoid being charged for replacement costs.) BBQ grills cannot be used on any balcony without the written approval of the Department of Environmental Health and Safety.
- 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.
- The Faculty/Staff or Greek Chapter Advisor or their stand-in who has signed this document must be in attendance throughout the event.

WARNINGS:
- If you smell gas, discontinue use of the unit and shut off the gas supply. Have a qualified person determine if there is a gas leak and have it repaired before operating the unit again.
- Propane gas is highly flammable and heavier than air. Treat it with the caution and respect it deserves.
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- Surfaces of unit will become hot during normal operation and can cause burns and/or serious injury.

Lighting Instructions (See page 4 of this document for the diagram of the grill controls)
A. Check that the tank cart or side tank racks (if any) are securely mounted on the unit. 
B. Open the cooking hood, if so equipped. Turn all the burner knobs and red runner tube knobs clockwise to the ‘off’ position, and slowly open the gas tank valves. 
C. Push & turn the runner tube knob(s) fully counter-clockwise to the ‘on’ position. Insert a lit match with the matchstick holder or a gas lighter flame through the oblong hole in the front panel. 
D. Check that the entire runner tube is lit by looking through the sight hole(s) located between the end burner knobs on the front panel. If the runner tube(s) will not light or stay lit, shut off the gas supply and do not use the unit. Wait 5 minutes before attempting to re-light the unit. 
E. After lighting the runner tube(s), open the desired burner valves and observe that the burners light completely from the runner tubes(s). Warning: if the burners or runner tube(s) fail to light or remain lit, shut off and disconnect the gas supply tank(s) and discontinue use of the unit. Call for service to correct the problem.

IMPORTANT NOTE: If the tank valves are not opened very slowly, the excess flow valve in the tank connector fitting (a safety feature) may restrict the flow of gas to the unit resulting in little or no flame at the burners. Should this happen, follow the shutdown instructions and be sure to shut off tanks and remove and re-attach the tank connectors as instructed. This is necessary to re-set a closed excess flow valve. Repeat steps A through E of the lighting instructions. The appliance should now function normally. Failure to follow these guidelines may cause the excess flow valve to restrict gas flow.

Shutdown Instructions
To shut down the unit, turn all burner and runner tube knobs clockwise to the ‘off’ position. Close gas tank valve(s), disconnect propane tank(s) and leave them outdoors.

Post Event Directions
- Using the provided grill brush clean off the grates and using paper towels, clean the stainless top working area. 
- Return all borrowed equipment (must be rinsed off) to the University Union Information Desk [to avoid being charged as detailed above]. 
- Pickup and properly dispose all litter on tables and the ground and properly dispose [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) ____________________________________

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

Advisor (Print Name): ___________________________ Cell Number: ______________ Signature: ___________________________

Group Contact (Print Name): ___________________________ Cell Number: ______________ Signature: ___________________________
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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.

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 be 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 an adjacent Baltimore County roadway off campus 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 include having been trained to safely use the propane grill by the student organizations advisor or stand in, proper handling of 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 use the equipment.

Last Updated 1/9/2019
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