Lighting ECS Propane BBQ Grills

For Use only on PAWS Lawn

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 Fees

- **Grill Cost** - $75 per grill
- **$16.50/Hour (Minimum of 3 hours) – Sound Monitor when a DJ or any electronically amplified sound is being used.**
- **$55 Failure to return the pail, Wire Brush & Butane BBQ Lighter**
- **$25 Failure to return any part of the utensils**
- **STBD cost for grounds to clean up trash and litter**

Directions for Use of Event & Conference Services Provided BBQ Grills

- BBQ grills may only be setup in approved locations at least 50 feet from a building with a bucket of water located in the area of the BBQ. (Buckets may be signed out from the 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 Union Information Desk along with the needed vests for the students working the event.**
- 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.
- **Surfaces of unit will become hot during normal operation and can cause burns and/or serious injury.**
Lighting ECS Propane BBQ Grills

For Use only on PAWS Lawn

It is very important to follow the outlined directions carefully and to have the document signed and retuned 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.

BBQ Grill Lighting Instructions
- Place all control knobs in the “closed” position (turned to the left and parallel with the grill) before you open the main cylinder valve and light the grill.
- Slowly and completely open the main cylinder valve and wait 5-10 seconds for the pressure to build in the grill.
- This grill has 6 control knobs, 2 in each of 3 sections. Hold a lit butane BBQ Lighter down through the cooking grate next to the first burner tube and slowly turn the control knob to “open” (pointing at you), the burner will ignite instantly. After the 1st burner has ignited, open the 2nd control knob in this section and this burner will automatically light. If you open more than 1 control knob at a time, the additional burners will not light. After the 1st section has been ignited, follow the same procedure until you have lit the desired number of sections. Do not let propane ignite by jumping sections from other lit burners.
- Once the burners are lit, adjust the control knobs to the desired temperature. Do not BBQ at full temperature as you will burn your food and ruin the grill.
- When you are finished cooking, close the control knobs and close the main cylinder valve.

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 Info 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: ________________

Last updated: 7/19/16
Lighting ECS Propane BBQ Grills

For Use only on PAWS Lawn

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.

**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 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 up the steps 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 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.