

OUTDOOR GRILLING ON CAMPUS

A. Authorized Groups: University Departments and recognized Student Organizations that adhere to the procedures stated below are allowed to conduct outdoor grilling on campus. University Housing has guidelines related to Prairie Place.

1. Departments and Student Organizations

- a. Only commercial, university owned equipment shall be used.
- b. Will County Department of Health food handling guidelines shall be followed.
- c. The University has an exclusive contract for dining services, including catering with Arena Food Service. Before any outside commercial vendor can be brought on campus, Arena Food Service must be contacted and given the opportunity to cater the event. Should Arena Food Service not be able to accommodate the request, an outside vendor can then be contracted.
- d. All outside commercial vendors must be licensed, provide a copy of their Health License and provide proof of a certificate of insurance to Facilities Development and Management.

B. Fire Protection Protocol: To maintain a safe environment for individuals and buildings, the following must be in place before attempting to grill outdoors:

1. Fire Extinguishers

- a. One (1) ABC rated fire extinguisher will be supplied with the grill. It will be serviceable, fully charged and inspected or tagged by an authorized fire equipment distributor within the past year.
- b. Fire extinguishers shall not be taken from any building or structure in order to meet the requirements for grilling operations.
- c. If a fire emergency should occur outside, notification of authorities shall be via telephone by dialing 911 or calling 708-534-4900 and the nearest pull station should be pulled.

C. Grilling Operation Requirements

- a. All grilling operations shall be operated in a safe manner.
- b. All grilling operations shall be at least 25 ft. away from any building or structure, including equipment and materials.
- c. Grilling operations shall be on a level ground surface, not on any wooden platforms or balconies.
- d. After the ash has cooled, the user of the grill is responsible for cleaning the grill grates and disposing of the ash. Dispose of ash in the bucket provided to you. Do not dump ash on the grass or in a university trash receptacle.
- e. Only liquid lighter fluid intended for charcoal starting may be used and should not exceed 32 oz. per grilling operation. The group using the grill is responsible for buying their own charcoal and lighter fluid or arranging to purchase these items from Arena Food Service as part of the catering order.

D. How to Request Use of the Grill

- a. Schedule the event using the online Facilities TMA I-Service Desk Request Form found on the myGSU Portal, under Facilities, Development and Management.
- b. Include in your request, all details needed for the event such as location, day, time, and any desired furniture setup.

E. Approved Locations

- a. Lower Lake Patio
- b. HOG Patio-near sculpture map
- c. Prairie Place—west of the back courtyard
- d. E-Lounge patio
- e. A-building patio
- f. Other desired locations require prior FDM approval