

WSU Grilling Permit

Note: For consideration, this permit request must be received at least two weeks prior to the **Event Date**.

Recognized Student Organizations and University Departments may be allowed to hold grilling activities in designated approved areas on campus if granted a waiver from the Universities' contract food service vendor. **Only gas grills will be considered for use.**

EVENT INFORMATION	Event Name:		
	Event Date(s):	Start Time:	End Time:
	Event Location:		Estimated Number of Guests:
	<input type="checkbox"/> This is a members only event (closed to the general public). <input type="checkbox"/> This is a public event (open to the general public).		
SPONSOR INFORMATION	Contact Person:		Telephone:
	E-mail:		
	Department/Organization:		
PERMIT GUIDELINES	Food Handling Guidelines <ul style="list-style-type: none"> As per the Recognized Student Organizations and Advisors Handbook, Section 2: Recognized Student Organization Policies, Section 2.11 Food Guidelines for Recognized Student Organizations, food fundraisers that take place on campus, where food is prepared, served or delivered, can only be sponsored by recognized student organizations. The fundraising form must be completed as part of the event registration process through ShockerSync, (10) ten business days in advance. In order to host a food fundraiser on campus and remain in compliance with RSO policies, student organizations must complete a food safety course. Foods cooked on the grill should be immediately served or stored in clean containers with covers, if not immediately served; to protect the food from dust, insects, rodents, and other forms of contamination. Meat should be kept on ice at a temperature below 40 degrees until cooked. Care must be taken when serving food so server's hands are properly washed and the serving area remains sanitary. No animals are allowed within 20 feet of any food serving area. Service animals are exempt. 		
	Fire Protection Guidelines <ul style="list-style-type: none"> TURKEY FRYERS ARE NOT PERMITTED AT ANY CAMPUS EVENT. All grilling operations shall not block building exits or interfere with walkways. Grills shall be located a safe distance from event attendees on a firm, flat, and stable surface and shall not be on grass or other combustible surface. All grilling operations shall be located in well-ventilated areas at least 50 feet away from any building or structure; including overhangs, tents, or canopies. All grilling operations shall not be located within 50 feet of buildings air intake. One ten (10) pound ABC fire extinguisher shall be readily available when using any grill. 		
	Grilling Activity Guidelines <ul style="list-style-type: none"> Grills shall not be left unattended and shall not be relocated once the grill has been lit or is hot. Any grill found unattended may cause the event to be shut down. Personnel shall use long utensils and ensure all loose clothing and long hair is secured or tied back to avoid coming in contact with an open flame. Cleaning of the area after grilling is mandatory. Ensure all trash is picked up and disposed of properly; any grease residue is wiped up, and all waste/left over food is disposed of properly. 		
	<p>See Next Page for Additional Grill Safety Guidelines</p> <p><i><u>E-mail completed form to scott.murray@wichita.edu and dennis.moore@wichita.edu or mail to Fire Safety at campus box 23.</u></i></p>		
	Sponsor: <input type="checkbox"/> I have read and understand the permit guidelines and I agree to the terms and conditions.		
Sponsor Signature: _____		Date: _____	

Fire Safety Signature: _____	Date: _____
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Additional Gas Grill Safety Guidelines

- Liquid Propane (LP) is an odorless gas. Ethyl Mercaptan is an ingredient added to propane, which permits it to have an odor. The added ingredient allows the user to recognize that the propane cylinder is leaking. A “rotten egg” smell indicates a gas leak.
- Always follow the manufacturer’s instructions when connecting or disconnecting a gas grill.
- By cleaning and performing general maintenance on a gas grill, it can assist in keeping them safer to use.
- Check tubes leading to burners for any form of blockage. Check hoses for cracks, leaks or brittleness. Ensure that there are no sharp bends in hoses. If cracks or leaks appear in hoses, follow manufacturer’s suggestions to check for leaks and replacement of damaged hoses.
- Make certain that propane cylinder does not have any dents, gouges, bulges, and leaks, fire damage or rust. Cylinders should be replaced if any of these signs are evident.
- All open flames including cigarettes are required to be kept a minimum of 25’ away from gas grill.
- Always store propane cylinders in a secured upright position.
- Make certain that the propane cylinder has an over-fill prevention device. New or used cylinders purchased from any business authorized to sell or dispense propane will have this device.
- Do not store propane cylinder in a hot car or area that can be exposed to high heat. High temperatures will force the gas pressure to increase and possibly open the relief valve – filling the area with gas.
- Always make certain that the control knobs for the gas grills are in the OFF position prior to igniting and when storing grill. When grill is not in use, the knob on propane cylinder should be in the OFF position as well.
- If gas grill fails to light on first attempt, turn the burner control off and allow the gas to dissipate prior to trying again.
- If the fire on the burners of a gas grill goes out during cooking, turn all of the knobs to the OFF position. Open lid and wait five minutes before attempting to relight.
- Always start gas grills with the lid in the open position. Gas can collect if the lid is down which can create an explosion when grill is lit.

Inclement Weather Policy

The Executive Director of Facilities Services or their representative, the Director of Environmental Health and Safety, Fire Safety personnel and the University Police reserve the right to have the permit canceled or postponed due to the possibility of inclement weather to ensure the safety of our students, staff, faculty and guests. A determination of the weather will be looked at 24 hours in advance and see if there is a threat of severe weather or significant rainfall. It is strongly encouraged to have an alternative plan.