

## CARROLL UNIVERSITY

### GRILL POLICY

All grilling events must adhere to the Facility Reservation and Use Policy and relevant appendices. Grilling events must also comply with the additional grilling guidelines listed below.

Any recognized university group (faculty, staff, student) wishing to grill on campus must:

- Seek advisor's approval for the event (for student group).
- Submit a request an event request through the university scheduling system.
- Attend an event review with the Office of Reservations and Event Services if determined necessary.
- Contact Reservations and Event Services to rent grilling equipment; personal grills are not permitted.
- Designate a group representative to view a mandatory Fire Safety Training video. Training must be completed a minimum of twenty-four (24) hours in advance of the event date.
- Submit catering order to Dining Services
- Adhere to all Carroll University, City of Waukesha and State of Wisconsin fire safety policies and codes

#### Locations

Grilling is permitted in the following approved outdoor campus locations (hard, stable surfaces only):

- Campus Center parking lot (#3)
- Residence Hall outdoor common areas
- Main Lawn
- Quad Lawn
- Quad Graphics Team Center concessions area
- Otteson parking lot (#9)

#### Food Preparation and Grilling

Recognized university groups wishing to organize a grilling event on campus must select one of the following options:

- Request a Dining Services staff member to prepare and grill all food items
- Designate a group representative to prepare and grill all food items

If a university group intends to have a representative prepare and grill all food items, a grilling kit must be requested from the Office of Reservations and Event Services a minimum of 48 hours in advance of the event. Faculty, staff, and students are not permitted to bring their own grills or equipment.

### Grilling Kit Contents

- Tote
- Grill
- One (1) galvanized can with lid and sand
- Two and one half (2.5) gallon pressurized fire extinguisher
- Sixteen (16) quart pail for water
- Set of grilling tools (spatula, fork, tongs)
- Coal shovel
- Charcoal
- Charcoal chimney starter
- Matches

Groups will be charged a discharge fee if the fire extinguisher has been used. If the use of a fire extinguisher is required, please notify Public Safety immediately. To avoid this fee, the fire extinguisher must be returned in sealed condition.

### Fire Safety Guidelines for Grilling

- Grilling can only be held in the approved locations.
- Grills must be kept at least ten (10) feet from any structure.
- One (1) two and one half (2.5) gallon pressurized fire extinguisher and a sixteen (16) quart pail of water must be on-site for each grill being used.
- Match light coals are the only charcoal approved for use. Lighter fluid is not permitted. Propane grills are not permitted.
- Coals must be fully extinguished and cool prior to disposal in a bag or coal bin, not on the ground.
- Disposal bags and coal bins are to be placed on hard-surfaced areas, not on the lawns.
- Care must be taken when serving food so as the server has properly washed their hands, does not have any open wounds, and has properly cleansed the serving area.
- Cleaning of the area after grilling is mandatory. Ensure all refuse is collected disposed of properly, including the removal of any grease residue and disposal of all left over food.
- Do not leave the grill unattended at any time.
- The grill location may not block building entry and exit points.
- The grill location may not interfere with sidewalks, driveways, parking spaces, walkways, etc.
- Grills may not be used on or under combustible materials at any time, e.g., wood, overhangs, tents, canopies, etc.
- Never attempt to relocate a grill once the fire has been lit or a grill that is hot.
- Food preparation should take place inside to avoid contamination and possible health hazards.
- Food items which are cooked on the grill should be dispensed directly from the grill using sanitary utensils and stored in clean containers with covers or wrapped if not immediately served.

- Do not serve raw or undercooked meats.
- All food items cooked on the grill should be protected from dust, dirt, insects, rodents, and other forms of contamination.
- All meats should be kept on ice at a temperature below forty (40) degrees and protected until cooked.