

Francis A. Wilcox Center Community Fire-Pit Guidelines

❖ Hours of Operation

- Fire-pit hours of operation are as follows:
 - Sunday – Wednesday: 5:00 PM – 10:00 PM
 - Thursday – Saturday: 5:00 PM – 12:00 AM
- The fire pit is a gas fire-pit and can only be ignited by remote ignition by Campus Safety.
- Reservations are *not* required for the space.
 - However, if you wish to reserve the space for an event please contact Jason Francey, Assistant Director for College Engagement, (jfrance@utica.edu) no less than one week in advance.
- The fire-pit and adjacent areas are public spaces. All members of the community are welcome at any time (even if the area has been reserved).

❖ Guidelines

- The area is under video surveillance.
- When at the fire-pit you are responsible for the area at that time.
- Use of alcohol is strictly prohibited.
- Do not place any item(s) in the firepit.
- Do not hold objects over the open flames.
- Do not attempt to cook or warm items over open flames.
- The fire-pit is an open flame and may cause surface to become hot, do not place any containers or rest your feet along the edges.
- Do not sit or stand on the enclosure (pavers) surrounding the firepit.
- **A Fire extinguisher must be present at all uses of the fire pit.**
- Fire extinguishers may not be removed from Wilcox Center unless required.
- The fire-pit will not be used during inclement weather, high winds, or high fire danger conditions.
- ***When at the firepit site you are a responsible for site cleanliness. The area must near the fire-pit must remain free of clutter and trash. Make certain the area is clean and orderly prior to your departure.***

❖ In the Event of an Emergency

- Please remember:
 - STOP! DROP! And ROLL!
 - If clothing catches fire...DO NOT roll in the grass, roll in the pavement.
- In the event of an emergency press the red emergency shut off button next to the front entrance.
- Call Campus Safety (315) 792-3046 or 9-1-1 as soon as possible.