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, (jrfrance@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.