



Towson University
Event & Conference Services

PAWS LAWN GRILL USE FORM

Re'c by ECS _____

To avoid having your event cancelled, it is very important to: #1 Carefully follow all of the directions outlined on this Form. #2 Have this Form signed and returned to your Event Manager by the due date specified

BBQ Details

- Sponsoring TU Group: _____ Event Date: _____ Expected Attendance: _____
- (Select One): Student Org Event _____ Dept. Scheduling a Student Event _____ Dept. Only Event _____
- How is the event being marketed? _____ Are Off Campus Guests being invited? YES / NO
- Setup Time _____ Scheduled Guest Arrival Time _____ Event End Time _____

BBQ Fees

- Grill Cost - \$75 per grill
- \$17.50/Hour (Minimum of 3 hours) – Sound Monitor when a DJ or any electronically amplified sound is being used.
- \$35 Failure to return the pail, Wire Brush & Butane BBQ Lighter
- \$25 Failure to return any part of the utensils

Pre-Work for a BBQ Event – FAILURE TO MEET ALL OF THESE EXPECTATIONS WILL RESULT IN CANCELLATION OF THIS EVENT

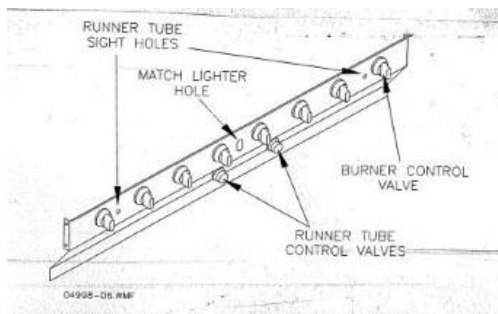
- An authorized representative for this event must read, sign and forward this form to ECS, UU # 212, or to the assigned Event Manager, no less than 5 business days prior to the scheduled event date.
- An approved [Fire Permit](#) must be obtained from the TU Department of Environmental Health and Safety for approval to use a BBQ grill on campus. Personal and charcoal BBQ's are not permitted.
- The authorized representative completing this form will designate an onsite Grill Technician. This person must read this form completely
- The representative and group leaders working the event must meet with their event manager, at least 5 business days prior to the event

Directions for Use of Event & Conference Services Provided BBQ Grills

- The Faculty/Advisor/Group Leader or their stand-in that has signed this form must be in attendance for the duration of the event.
- BBQ's and Picnics are limited to 4 hours in duration. Groups are permitted 1 hr pre-event setup and 1 hr post-event breakdown/clean up.
- The group is responsible for ensuring their guests follow the expected behavior as outlined by ECS. Failure to control guest behavior, sound/volume, etc. will result in the group losing their privilege to hold similar events for 1 calendar year.
- BBQ grills may only be setup in approved locations at least 15 feet from a building, garage or pavilion with a bucket of water located in the area of the BBQ. Buckets may be signed out from the Union Information Desk and must be returned clean. BBQ grills cannot be used on any balcony without the written approval of the Department of Environmental Health and Safety.
- Propane is highly combustible & improper use can cause injury or death. ECS can assist you with grill use/ instructions.
- Grilling tools with long handles and group leader vests are required and can be signed out from the University Union Information Desk. All borrowed items should be cleaned and returned after event
- Cleaning of grill and the surrounding event area is required. Using the provided grill brush clean off the grates and using paper towels, clean the stainless top working area. Dispose of all liter in provided onsite trash cans. Applicable clean-up costs will be billed to the group, if the event area and the grill are not cleaned post-event.
- BBQ & Picnic Music: Amplified sound at a Glen Fireplace event, must be coordinated with your event manager, at least 14-days in advanced. An ECS Sound Monitor will be required to ensure the DJ or music does not exceed the defined level.
 - Music & Amplified Sound must end by 10pm on Sunday-Thursday
 - Music & Amplified Sound must end by 11pm on Friday & Saturday

BBQ Grill Lighting Instructions

- Place all control knobs in the "closed" position (turned to the left and parallel with the grill)
- Slowly and completely open the main cylinder valve and wait 5-10 seconds for the pressure to build in the grill.
- The grill has 6 control knobs (3 sections of 2 each). Hold a lit butane BBQ Lighter down through the cooking grate next to the first burner tube and **slowly** turn the control knob "open" (pointing at you), the burner will ignite instantly. After the 1st burner has ignited, open the 2nd control knob in this section and it will automatically light. If you open more than 1 control knob at a time, the additional burners will not light. Follow the same procedure for the remaining sections. **Do not let propane ignite by jumping sections from other lit burners.**
- Once lit, adjust the control knobs to desired temperature. **Do not use at full temperature as you will burn your food and ruin the grill.**
- When you are finished cooking, close the control knobs and close the main cylinder valve.



IMPORTANT

- If the tank valves are not fully opened, the flow of gas to the unit is restricted, resulting in little or no flame. Open tank valve fully.
- If you smell gas, discontinue use of the unit and shut off the gas supply. Have a qualified person determine if there is a gas leak and have it repaired before operating the unit again.
- Propane gas is highly flammable and heavier than air. Always be alert and use it with the caution.
- **Surfaces of unit will become hot during normal operation and can cause burns and/or serious injury.**

Shutdown Instructions

- To shut down the unit, turn all burner and runner tube knobs clockwise to the 'off' position. Close the gas tank valve(s), disconnect propane tank(s) and leave them outdoors, beside the grill.

Group Volunteer Responsibilities for BBQ's

This form is designed to define the responsibilities of each group leader and to assist in the safe/proper management of BBQ events.

- The group must have **at least 3-4 individuals**, whose only event responsibility is to be assigned a position described below. These individuals must remain committed throughout the entire event, to that particular area and duties. Failure to follow through on these requirements may result in the group's loss of privileges to hold similar events in the future.

BBQ Events:

- 2 - Crowd Observers. Responsibilities for this position are to ensure guests are not drinking alcoholic beverages, smoking cigarettes or drugs, or participating in activities that could be dangerous to themselves or others. Their focus area will include Paw's Lawn, Patio and the Union Garage. Persons that want to smoke a cigarette must walk up the steps to Cross Campus Drive as smoking is not permitted on campus at any time. In the event any of these policies are being broken, this volunteer should be prepared to address the guest and rectify the situation and ask for help if the guest does not correct their behavior.
- 2 – Grill Technician. Responsibilities for this position include having been trained to safely use the propane grill by the faculty/staff leader, student organizations advisor and/or stand in, proper handling of food products, proper clean-up of the grill and utensils, and returning all items borrowed from the Union Information Desk. This person must be in place prior to the start of the event to train those using the BBQ grill how to safely use the equipment.

Group's Individuals Assigned to Work the Event (Detail names)

Grill Technician (1) _____ (2) _____

Crowd Observers (1) _____ (2) _____ (3) _____

I have read, understand and will follow the above procedures:

Advisor (Print Name): _____ Signature: _____ Cell # _____

Grill Technician (Print Name): _____ Signature: _____ Cell #: _____