

# WPI Guidelines for Grills on Campus

## BEFORE GRILLING

- The event host must reserve an outdoor grilling space through the [25Live Events Reservation System](#) or Events Office at least 10 days in advance of the event.
- Identify an inclement weather plan/location at time of request.
- The Events Office has final approval over the grilling event and location, based upon available and appropriate campus space.
- Please contact Chartwells (<https://wpi.catertrax.com/> or by phone at 508-831-5700) for more specific information regarding the **External Service Provider Request Form** or catered meal options.

## DURING GRILLING

- No grilling allowed **under** any flammable/ignitable structures, including tents/overhangs; trees; etc. Ideal locations are open green spaces away from traffic.
- Use caution, good hygiene and common sense
- Someone must be present the entire time the propane is in use

### Propane Grills

- WPI will allow up to 2 grills per location, provided they:
  - Are at least 20 feet apart, and
  - Have a **maximum** of 42 lbs. of propane between them.
- A permit from the Worcester Fire Marshall is required if using more than 42 lbs. of propane (basically, anything more than two, standard-sized propane tanks).

### Charcoal Grills

- If charcoal is used, an appropriate container specific to charcoal is required.
- Charcoal takes approximately 45-60 minutes to heat up for cooking; plan appropriately.

## AFTER GRILLING



- Hot coals to be disposed of properly.
  - Coals must be disposed of properly when the ash has cooled completely. After cooling, the charcoal residue should be wrapped in aluminum foil and placed in a noncombustible outdoor trash bin. Pouring water over the hot charcoal and fully stirring it will expedite the cooling process.
  - To avoid fires, extinguishing the charcoal with water and keeping an eye on the trash bin for 30 minutes while final clean-up is occurring is highly recommended.
- Clients are responsible for the total cleanup of their barbecue, unless **prior** custodial arrangements have been made.

WPI follows the Massachusetts Comprehensive Fire Safety Code and the requirements of the Worcester Fire Marshall regarding the use grills on campus.

[Worcester Fire Marshall Guidelines: \(Page 30\)](#)