**Lakefront Bonfire Checklist**

**Event Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization/Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Having a bonfire on campus at the lakefront r***equires*** a Special Event permit packet be submitted with the Town of Saint Leo available at <http://www.townofstleo-fl.gov/Pages/StLeoFL_Admin/Forms/TempUsePermit.pdf> . This packet consists of a Special Event Permit Application, site plan that includes location of fire on SLU property with locations of surrounding structures, and payment for permit ($50) & plan review with inspection ($37.50). This packet must be submitted with enough time to be reviewed at a Town Commission Meeting at least 30 days prior to your scheduled event. Failure to comply will result in the packet being rejected. A bonfire cannot occur without a permit. If you have specific questions regarding the packet, please contact the Town Clerk at 352-588-2622.

\*\*Please note that if there is a burn ban issued by Pasco County, the ban supersedes this policy and until it is lifted, all bonfires are cancelled/postponed.

* In addition to the permit packet, the following must be completed by the sponsoring organization:
* An event form must be submitted for the bonfire event. To be approved, you must attach the following to the event form:
  + - Approved permit application
    - Copy of work order Confirmation
* A work order needs to be placed with Plant Operations in order to have the fire prepared, <http://plantops/gf>. Firewood may need to be purchased if not available, as only natural brush may be burned, not excess lumber or scrap wood. (a copy of the work order must be attached to your event form)
* Inspection must be scheduled with the town fire inspector to inspect the bonfire site once it has been built. Contact the fire inspector through the Town of Saint Leo at 352-588-2622.
* Sponsoring organization must supply a hose to be connected to hose spigot at the lakefront pavilion. Hose must reach the far end of the fire pit and be in place beginning to end of event. The sponsoring organization must also provide at least 1 Fire Extinguisher in addition to hose.
* Campus safety must be notified 72 hours prior to event start time/ bonfire being lit, 352-588-8432.
* Pasco County Fire Department must be contacted the day of the fire, prior to it being lit, at their non-emergency number, (727)841-8102. They will need the permit number & event contact information.
* Advisor MUST be present at the event.
* Organization representative must remain at bonfire site until fire is extinguished. Leaving fire unattended is strictly prohibited.
* If smoke becomes a problem and complaints are received, the local fire department will be dispatched to extinguish the fire. Costs of this can be assessed to the SLU organization/department sponsoring the bonfire if these guidelines are not followed.

As of 1/24/12, it has been determined by the Town of Saint Leo Fire Inspector that the location of the current bonfire pit does not meet code and will have to be re-located. Until this process occurs, those wishing to have a bonfire event will have to follow the guidelines above as well as work with Plant Operations to have a temporary fire pit constructed and deconstructed for your event. The following guidelines must apply: Fire location MUST be 50 feet from any paved road, at least 25 feet from the start of the tall lake grass, and 150 feet from any occupied building. The grass must be removed and a containment ring of bricks needs to surround the pit. Burn pile cannot exceed eight feet in diameter or three feet high.