

BACKGROUND

The Fire Circle was created in consultation with the Office of Indigenous Initiatives, UNBC staff, and Facilities management. The space facilitates community-building within the University and surrounding area. It should be used for ceremonies, educational opportunities, and other gatherings that are culturally appropriate. The location of the Fire Circle at the front of the campus Agora Courtyard as a reflection of the University's commitment to reconciliation and the Indigenization process. The Fire Circle should not be used in a formal or group setting without the engagement of the Office of Indigenous Initiatives.

Fire Circle Booking Process Checklist:

- ✓ At least one week prior to event date, submit booking request to Conference & Event Services
- ✓ At least one week prior to event date, submit TMA Maintenance Request for firewood and water bucket
- ✓ At the start of the event, **prior to lighting the fire**, the responsible designate must visit UNBC Security Office to sign-out supplies
- ✓ At the end of the event, the responsible designate must **extinguish the fire** and visit UNBC Security Office to return supplies

FIRE CIRCLE USAGE

USER GROUPS:

- Internal Departments/Programs (Academic or Administrative)
- Student-Led Organizations (recognized SLO's approved by NUGSS)
- External Organizations (corporate or private)

BOOKINGS:

- Internal Departments/Programs and SLO's must submit an on-line booking request form to seek availability and book the Fire Circle. Booking Form: <https://www2.unbc.ca/conference/room-booking>
- Once availability has been confirmed, Conference and Event Services will email a Booking Confirmation to the responsible Department, Program or SLO. Booking Confirmations include a copy of the guidelines for the use of the Fire Circle.
- Conference and Event Services will send weekly activity reports to the Office of Indigenous Initiatives.
- When possible, an alternate indoor location should be booked for gathering (in case of poor weather).
- The responsible Department, Program, or SLO will provide the First Name, Last Name, Cell Phone Number, and Email Address of the on-site designate to be included in the Booking Confirmation.
- External organizations should contact Conference & Event Services by email at conference@unbc.ca. All booking requests for external organizations are subject to approval by the Office of Indigenous Initiatives.
- Fees may be applied in accordance to the University policy for Short-Term Non Academic Events. <https://www2.unbc.ca/sites/default/files/sections/conference/spacebookingpolicyapprovedbypecaug162010.pdf>
- The Fire Circle can be used from 8:00am to 11:00pm, seven days per week.

DESIGNATE:

- All bookings for the Fire Circle must provide a responsible designate who will be on-site for the duration of the reservation. The designate will provide: First Name, Last Name, Cell Phone Number, and Email Address to be included in the Booking Confirmation.
- The person(s) designated to attend the fire will be responsible for the health, safety, and well-being of the attendees for the duration of the fire and shall immediately report any known or potential concerns to UNBC Security. UNBC Security can be reached by phone at 250-960-7058.

FIREWOOD & WATER BUCKET:

- Prior to lighting a fire, please check-in with UNBC Security Office (located at the Agora Hallway) to collect the firewood bin and water bucket. UNBC Security can be reached by phone at 250-960-7058.
- Split and seasoned firewood will be provided by UNBC Facilities Department. **DO NOT BRING YOUR OWN FIREWOOD.**
- A 5 Gallon water bucket will be provided by UNBC Facilities Department.
- Internal Departments must submit an on-line TMA Maintenance Ticket to request firewood and the water bucket. Firewood is subject to availability, and a minimum of one week's notice must be provided. TMA Service Request: <https://www2.unbc.ca/facilities/operations-maintenance>
- A cost-recovery fee per bin of firewood may be applicable.
 - If required, Internal Departments must provide account codes to the Facilities Department for a transfer of funds.
 - Conference & Event Services will invoice external organizations as per the University policy for Short-Term Non-Academic Events.

LIGHTING THE FIRE:

- **Use of the Fire Circle is contingent upon current weather conditions and fire bans or restrictions. The responsible designate must be aware of and adhere to current Prince George Fire Centre conditions. Do not light the fire if there is a fire ban or restriction in place.**
- The Fire Circle designate must be in attendance at all times for the duration of the event.
- The Fire Circle is strictly used for the burning of wood and shall not be used with charcoal, gas or other fuel sources. Seasoned wood must be provided by UNBC. Wood from other sources, including debris or wood from the grounds shall not be used.
- Lighter fluid or other combustible liquids will not be used to start the fire.
- The amount of wood put in the Fire Circle at one time should be limited to a small controlled burn only.
- Furniture and the firewood bin must be located at least 3' away from the Fire Circle.
- Using the Fire Circle for cooking is not permitted.
- Alcohol will not be served or consumed at the Fire Circle.
- The responsible designate will ensure the Fire Circle is used only for ceremonies, educational opportunities, and other gatherings that are culturally appropriate.

EXTINGUISHING THE FIRE:

- The fire must be immediately extinguished if the City of Prince George or the Province of BC imposes a ban.
- At the end of the booking time, the designate must use the bucket of water to extinguish the fire and then report to UNBC Security to return the firewood bin and bucket. Prior to departing campus, the designate must verify with UNBC Security that the fire is sufficiently extinguished.
- Do not clean out or empty the Fire Circle. This will be the responsibility of UNBC.