

CARLETON COLLEGE
Office of Residential Life
FIREPLACE USAGE GUIDELINES

A limited number of the fireplaces in residence halls and houses are available for use by students. Students wanting to use the fireplaces must contact the individuals noted below for approval.

- Evans Lounge (Goodhue/Evans Hall Director, Ext. 4442)
- Faculty Club Main Lounge (Watson/East Side Hall Director), Ext. 4093)
- Hill House (Watson/East Side Hall Director), Ext. 4093)
- Nourse Lounge (Myers/Nourse Hall Director, Ext. 4455)
- Parish House (Watson/East Side Hall Director), Ext. 4093)

Guidelines for usage are:

1. Firewood is not supplied. You may purchase bundles of dry firewood and kindling from local suppliers.
2. Be certain the damper on the fireplace is open.
3. Heat the fireplace flu with burning newspaper prior to starting kindling wood. This will keep smoke from coming into the room.
4. Use fireplace screen if available. Keep fire small and do not leave unattended.
5. After fire is out (do not put out with water), close damper.

Individuals using the fireplaces are responsible for clean-up of the area--i.e., sweeping off hearth and disposing of all remaining wood. Custodial Services staff will clean the ashes out of the fireplaces the day following the event.

Please call Shop (Ext. 4133) or Security (Ext. 4444) if there appears to be any malfunction of the fireplace. We suggest that you identify the closest fire extinguisher prior to starting the fireplace.

INSTRUCTIONS

Please complete the form below at least 48 hours in advance and return it to the Office of Residential Life, Sevy G10, where it will be copied and circulated to the appropriate departments.

Person(s) requesting use of the fireplace:

<u>Name</u> (please print)	<u>Ext.</u>	<u>E-mail Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Location of Fireplace _____

Date and Time to be Used _____

Condition of fireplace prior to usage: _____

By signing below, I (we) accept full responsibility for use of the fireplace. I (we) agree to leave the fireplace in the same condition in which it was found. If Custodial Services reports that excessive clean-up time is required, I (we) agree to make full payment.

Hall Director's Signature _____

Completed form to be copied to: Security, Shop, Custodial Services, Hall Director