



INSTITUTE of
AMERICAN INDIAN ARTS

Firepit Request Form

Submit a completed IAIA Firepit Request Form to the Dean of Students at least 14 days prior to the requested date.

Date: _____ Requestor Name: _____ IAIA ID # _____

[] Student [] Faculty [] Staff

Club/Title of Event _____ Staff of Faculty Sponsor: _____

Please provide Information regarding the event:

Date of Event: _____ Time Fire will start: _____ [] pm [] am Time Extinguished: : _____ [] pm [] am

SUPPLIES NEEDED, (Please check):

☒ Fire Extinguisher

☐ Shovel ☐ Wood ☐ Matches

☐ Pitchfork ☐ Fire Starter

Firepit Location, (Please check):

☐ Sci-Tech Bldg

or

☐ Family Housing

If Approved:

- Requests are contingent upon approval of the Santa Fe County Fire Department (through the fire permit process obtained by the Dean of Students) and may be denied based on weather conditions.
- The Dean of Students will notify the Santa Fe Fire Department, the Facilities Department, the IAIA Security Office of the date/time and Requestor and Faculty/Staff Sponsor.
- Facilities will provide the wood and a fire-starter and any other supplies checked-off on this form.
- A fire extinguisher is required for all firepit burns.
- Paper products in general (ink and processed paper can have toxins when burned), chemical accelerants (lighter fluid, gasoline, alcohol, etc.) are not permitted to be burned in the firepit.
- The Requestor and Faculty/Staff Sponsor are required to be at the event for the entirety and are responsible for making sure the fire is completely extinguished before leaving the firepit area and are required to contact both the IAIA Security, 505-702-4274 and the Dean of Students, 505.490-5055 when extinguished and when the event has ended, ensuring the area is clean and everyone has left the area.
- It is the responsibility of the Requestor and Faculty/Staff Sponsor to ignite the fire using all safety precautions.
- If there is an emergency, call 911.
- Please contact the IAIA Security at 505-702-4274 if you need assistance or IAIA policy is violated.

By signing below, I fully understand the Firepit Policy and agree to abide.

Requestor Signature: _____ Date: _____

Faculty/Staff Signature: _____ Date: _____

Approval: _____ Date: _____

Dean of Students