



UNIVERSITY OF CENTRAL FLORIDA

## Risk Management

PO Box 163500  
Orlando, FL 32816

# Camping Guidelines

The University welcomes students, staff and visitors to take advantage of the lush natural resources the campus provides, which includes camping. When a camping event takes place overnight or spans multiple days, certain requirements must be adhered to before approval can be given for this event. Below are a set of guidelines that must be met for event approval from Risk Management:

1. Provide a layout of the camp site, designating areas for tent structures, sleeping arrangements, cooking or open flames and recreational activities. The layout of your site will need to be organized with clear main aisles to allow for pedestrian traffic flow and emergency response. The layout cannot obstruct fire department connections, hydrants or fire lanes. Your event staff will be responsible for enforcing the layout and maintaining activities in designated locations. An example layout is provided on page 2. If your event requires special restrictions, additional information will need to be provided to EHS on any of the following: generators, flammable liquids, smoking, kindling, etc.
2. No bon fires are permitted on Memory Mall and in-ground campfires are prohibited anywhere on campus. Additionally, no open flames or heating devices are allowed inside the tents.
3. All open flames are to be a minimum of 10 feet from tents, buildings and similar structures as well as complying with the guidelines in the link below. Your provided layout should include designated areas for cooking and open flames. All events supplying layouts with opens flames will have to be reviewed by the EHS Fire Safety Office. People using cooking appliances in the designated cooking areas do not need to fill out a request, but all others who would like to use any type of open flame need to complete the [Outdoor Burn Guideline](#) form, located on the EHS website under Event Safety.
4. Designate responsible event staff to oversee set-up in accordance with the approved event layout and to serve as fire watch throughout the event when open flames are permitted. Provide a schedule of appointed event staff.
5. Fire extinguishers are required for all sites with open flames, fuel fire equipment, or as deemed necessary by SAFE form review. Fire extinguishers are available for loan at no charge from EHS but if they are used for a non-fire incident or disappear altogether, there will be \$100 fee per extinguisher to replace. A representative from the event sponsoring organization must come to EHS to sign them out and be briefed on proper use. Additionally, a few well-placed buckets of water will provide an easy accessible alternative for an added measure of safety.
6. All buildings on campus are locked at night, including restrooms. Provisions should be made to provide restrooms for attendees of your event. An adequate number of portable toilets should be placed in locations throughout the camp site which allow for easy access.



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7. Several recreational activities are prohibited on the University's natural lands to allow for better land management and protection for the unique plants and animals. Some of those activities include ATVs, dirt bikes or motorized vehicles, hunting, fishing, and paintball. For a full list and more information on the University's natural lands visit Landscape & Natural Resources' website: <http://www.green.ucf.edu/>.

8. If your camping event will include research or teaching activities, a Natural Lands Site Use Permit may be required. For additional information, on the permit application as well as general rules and processing, please visit Landscape & Natural Resources' website: <http://www.green.ucf.edu/natural-resources/recreation-site-use/>.

9. Most areas on campus have irrigation lines, as such, staking tents or other items in the ground is prohibited unless previously approved by UCF Landscape & Natural Resources Department.

