

## Sweat Lodge and Outdoor Ceremonial Fire Procedures

1. The person requesting the event (the Requestor) must be a Saint Mary's University faculty or staff member on the date of the ceremony and must be on-site at all times during the ceremony.
2. For each occurrence, the requestor must fill out Part A of the form, attach a copy of the first aid training certificate and provide to Conference Services.
3. The outdoor space for the ceremony must be booked through Conference Services a minimum of three weeks prior to the event.
4. Conference Services will provide an electronic waiver to the Requestor at the time of booking.
5. Conference Services will inform via email, the Manager, Maintenance and Operations, Facilities Management with a cc. to the Facilities Management generic mailbox of the event. [facilities.management@smu.ca](mailto:facilities.management@smu.ca)
6. The Manager, Maintenance and Operations, Facilities Management or designate will contact Halifax Regional Fire and Emergency Dispatch (HRFES) and obtain a permit issued by the HRFES Prevention Division.
7. Sweat Lodge participants must be aware of all associated risks and sign a waiver to declare that understanding.
8. The Requestor must provide the waiver to the participants a minimum of 48 hours before the event.
9. The Requestor must provide Financial Services with scanned signed waivers prior to the event for inclusion in the waiver repository. [risk@smu.ca](mailto:risk@smu.ca)
10. The Fire Keeper(s) must be in attendance of the fire at all times.
11. The Fire Keeper(s) will monitor the ground for a minimum of two hours after the fire has been doused to ensure it does not reignite.
12. Access for emergency vehicles must be maintained throughout the event.
13. The Requestor will ensure the grounds are restored to acceptable condition including the storage of unused firewood and removal of debris.
14. Events are subject to any municipal or provincial fire bans and/or weather conditions.

This document will be reviewed periodically and revised as necessary. If you have questions, please contact any of the following:

Senior Director, Human Resources	902-420-5446
Senior Director, Facilities Management	902-420-5570

**Part A**

<b>Date request made DD/MM/YY</b>	<b>Date of Event DD/MM/YY</b>	<b>Location  OAKS OUTSIDE YARD</b>
<b>Requestor Name:</b>		<b>A#</b>
<b>Phone /Cell #</b>		<b>Email:</b>
<b>Description of event including hours of operation:</b>		
<b>Fire Keeper Name:</b>		<b>Phone/Cell#</b>
<b>Support from Indigenous Student Advisor</b>	<b>Signature:</b>	
<b>Approval from Conference Services</b>	<b>Signature:</b>	

*\*Form now is sent to the Manager, Maintenance and Operations, Facilities Management with a copy to the Facilities Management generic mailbox.*

**Part B**

<b>Permit requested from HRFES by Manager, Maintenance and Operations, Facilities Management or designate at least 2 weeks prior to the event.</b>		
<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>Date Requested:</b>

**The Manager, Maintenance and Operations, Facilities Management will ensure the following is in place before proceeding on the day of event:**

- Facilities Management will ensure hose is attached to spigot or buckets are available to douse fire**
- Facilities Management will provide shovel, rake and # 2 First Aid Kit**
- Facilities Management will provide fire extinguisher**
- Fuel source is seasoned hardwood**

<b>Approval from Manager, Maintenance and Operations, Facilities Management (day of event)</b>	
<b>Date:</b>	<b>Signature:</b>

*\*Original to Conferences Services  
\*Copy to Requestor*