



**Policy Title:** Possession/Use of Fireworks, Explosives and/or Pyrotechnics  
**Document #:** 3604  
**Effective Date:** 12/15/21  
**Category:** Facility Use and Management  
**Responsible Office:** Facilities

**This policy applies to:** Employees, Students, Affiliated Entities, Visitors, Vendors, and anyone on property owned or leased by the College

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**Summary:**

The purpose of this policy is to regulate the possession and use of fireworks, explosives and/or pyrotechnics in order to protect the health, safety and welfare of individuals as well as property and the environment.

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**Policy:**

The possession/use of fireworks, explosives and/or pyrotechnics on property that is owned or leased by the College is strictly prohibited unless prior approval has been obtained by the Director of Facilities.

Prior to any approved events, vendors must provide a Certificate of Insurance with minimum general liability insurance limits of \$1,000,000/\$3,000,000 that lists Adirondack Community College, County of Warren, and the County of Washington as additional insureds. In addition, vendors must provide the required permits from the Town of Queensbury Fire Marshall and the NYS Division of Homeland Security and Emergency Services (DHSES) Office of Fire Prevention Control.

All required permits must be obtained prior to the event.

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## Definitions

Affiliated Entities. Per the Board of Trustees Policy Manual Section 9.1 - 9.3, the purpose, relationship, responsibility and agreements between the SUNY Adirondack Foundation, Faculty-Student Association and the Adirondack Housing Association, are outlined.

College. Use of this term explicitly refers to Adirondack Community College and/or the College's legal acceptable short name, SUNY Adirondack.

Supervising College Official. The administrator responsible for overseeing the event, including but not limited to its inception, carrying out of the responsibilities outlined in this policy; and direct oversight at the event from the beginning through the end of the event. This person will be responsible for providing any answers to questions posed by any party and will be the liaison between the College, the Source of Funds and the College administrators and staff outlined in this policy. This person, or their designee, oversees obtaining the signed contract, certificate of insurance, and the fireworks permits and provides these documents to the appropriate departments.

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## Other Related Information

The Director of Facilities maintains a standard courtesy notification letter that is sent to neighbors with the date, time and location of the event, and includes contact information if there are any questions or concerns.

Depending on the nature of the event, the Director of Facilities may charge the responsible entity for additional labor costs incurred for the oversight of this event. Additional costs include, but are not limited to personnel for additional security and/or maintenance staff; additional costs for clean-up, etc. It is the responsibility of the Supervising College Official to obtain an estimate for these services from the Director of Facilities.

Permits from the Town of Queensbury Fire Marshall and the NYS DHSES Office of Fire Prevention Control are required. The Supervising College Official will notify the Director of Facilities when permits are requested.

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## Processes and Procedures

### Request Permission to possess/use Fireworks, Explosives and/or Pyrotechnics

The Supervising College Official, or designee, completes Section 1 of the Fireworks, Explosives and/or Pyrotechnics Event Request Form and obtains a draft contract from the vendor, and completes a purchase request form, if applicable.

The event request form, draft contract and purchase request form, if applicable, is approved by the Supervising College Official and is then forwarded to the Director of Facilities.

### Facilities and Public Safety Review of the Event

The Director of Facilities reviews the event request and approves or denies it. If denied, the event request form, draft contract and purchase request, if applicable, is returned to the Supervising College Official. If approved, the event request form, draft contract, and purchase request, if applicable, is forwarded to the Office of the Vice President for Administrative Services and Treasurer. The Supervising College Official then obtains the required permits (Town of Queensbury Fire Marshall and NYS DHSES Office of Fire Prevention Control).



### SUNY Adirondack Review of the Event

The Office of the Vice President for Administrative Services and Treasurer reviews the draft contract and makes changes, as necessary.

### Contract Execution

If the contract is with SUNY Adirondack, the Vice President for Administrative Services and Treasurer executes the contract and submits the purchase request form to the Business Office.

If the contract is not with SUNY Adirondack, the Office of the Vice President for Administrative Services and Treasurer will notify the Supervising College Official the contract has been approved for signature. The Supervising College Official will then provide SUNY Adirondack an executed copy of the contract.

### Event Approval, Risk Mitigation and Coordination of Public Safety

No later than 15 days prior to the event, the Office of the Vice President for Administrative Services and Treasurer obtains a certificate of insurance (COI) from the vendor. If the contract is not with SUNY Adirondack and the COI has not been provided, it is the Supervising College Official's, or designee's, responsibility to obtain and forward to the Office of the Vice President for Administrative Services and Treasurer.

Once the COI has been received, the Office of the Vice President for Administrative Services emails a final approved copy of the event form to the Supervising College Official and Director of Facilities and Director of Public Safety.

The Office of Facilities and Public Safety notifies the residents of Bayberry Drive and Bayberry Court through letter correspondence of the event date, location and approximate time.

The Director of Public Safety ensures that appropriate staff are scheduled for the day/time of the event.

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### **Forms**

Fireworks, Explosives and/or Pyrotechnics Event Request Form

<N:/Forms and Applications/Facilities/Fireworks, Explosives and/or Pyrotechnics Event Request Form.pdf>

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### **Authority**

Authority to Approve: Vice President for Administrative Services and Treasurer

Responsible for Oversight: Director of Facilities

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### **History**

This is the College's first Possession/Use of Fireworks, Explosives and/or Pyrotechnics policy. This policy was approved by the President on October 28, 2021.

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### **Review**

Annually in August.

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## **Appendices**

None.

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