

CANDLE AND LUMINARY PERMIT POLICY

PURPOSE

To establish regulations for candle and other open flame usage on campus for very specific occasions under closely supervised conditions.

GENERAL

This permit policy was developed as a means of granting approval for limited use of candles indoors and outdoors at special events such as organizational ceremonies and fundraising dinners. The permit is issued for each event as a one time use only. Each separate request for a candle use must have a new permit issued for that request. Environmental Health and Safety will have final approval on all requests for candle permits.

POLICY

1. CANDLE AND CANDLE HOLDER REQUIREMENTS

- A. Only solid wax candles will be used. Gel candles will not be permitted.
- B. Candles can only be used in non-residential sprinklered buildings. Candles can only be used in non-carpeted rooms. Hand-held candles are prohibited inside any campus buildings.
- C. Candles shall not be located on or near decorative material or similar combustible material (exception: linen tablecloths). Candles shall not be permitted in areas where occupants stand or in an aisle or exit. Avoid placing candles in drafts where they can burn unevenly and drip.
- D. Candle holders shall be constructed to prevent spillage of wax at the rate of no more than ¼ teaspoon per minute if tipped over. The candle holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. Check the candle to be sure that it is well balance on the base and not top heavy.
- E. Chimneys will be made of noncombustible materials. The flame shall be enclosed except as follows;
 - 1. Openings on the side shall not be more than ¾ inch diameter.
 - 2. Openings on the top of the candle holder and the distance to the top of the flame shall be 1 inch

- F. Candle wicks should be trimmed to ¼ inch.
- G. Burning candles shall never be left unattended.

2. LUMINARY CANDLE REQUIREMENTS

- A. Only flame resistant bags are permitted.
- B. Luminaries may only be used outdoors and should not be left unattended.
- C. Luminaries should not be used in windy conditions.
- D. The top of the luminary bag must be folded over 1 to 2 inches on itself to ensure the bag remains open while the candle is burning.
- E. Do not place luminary bags on top of or within 2 feet of flammable material, area or combustible shrubbery.
- F. Take care not to let the luminary bags come in contact with pedestrians and clothing. Do not use within 10 feet of benches.
- G. Use on a sidewalk taking care not to place on or near dry vegetation.
- H. Do not use luminaries within 10 feet of any building.
- I. Do not attempt to move the luminary while the candle is lit.

Revised: **April 2014**

**West Chester University
Candle Permit**

Requestor's Name: _____ Date: _____

E-mail: _____ Phone: _____

Location of Event (Bldg. & Room) _____

Title of Event: _____

Sponsoring Organization: _____

Date Needed: _____ Time Needed: _____

Description of Candles: _____

Name of Fire Watch Person: _____

The fire watch person on this permit request form is identified as (1.) Being responsible for the candles. (2.) Ensures candles are not left unattended. (3.) Knows the location of fire extinguishers and is proficient in their use. (4.) Knows how to contact Public Safety.

_____ Date: ____ / ____ / ____

Approved by Environmental Health and Safety Representative

Pillar candles and votive /tea light candles in which the flame is not at least 1 inch below the holder opening are not approved. See examples below.



NOT ALLOWED ON CAMPUS



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Candle Permit In Use

Date: _____

Time: _____

Building: _____

Room: _____

Permit Assigned to:

Organization: _____

Contact: _____

ID #: _____

Phone: _____

Emergency Contact - Public Safety: 610-436-3311 or ext. 3311

Policy Information: Aramark to provide candles in wide, deep glass bowls. These will be center pieces.

Termination: Permit expires at _____ Permit can be terminated at any time by Environmental Health and Safety, Public Safety, the Building Administrator or their designee due to unsafe practices. Environmental Health and Safety must be notified if this permit is terminated.

Approved: _____

Date: _____