

**University Policy 800.04
CANDLES/OPEN FLAMES**

Responsible Administrator: Vice President of Administration

Responsible Office: Auxiliary Services

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Authority: Office of the President

Policy Statement

It is the policy of Claflin University to provide a safe learning and work environment for its students, employees, and visitors. –Candles and open flames may create a serious fire hazard.

Statement of Purpose

This policy is intended to reduce or eliminate the potential threat of a fire or personal injury by the improper use of candles/open flames.

Applicability

This policy is applicable to students, employees, volunteers and visitors at Claflin University.

DEFINITION

Open flame devices shall include, but are not limited to, candles, potpourri burners, incense burners and oil lamps.

Use/Restrictions Regarding Candles/Open Flames

1. Candles/Open Flames: Except as noted in #2 below, prohibited in University buildings including residence hall and apartments.
2. Religious, cultural, social or honorary groups and/or catered events: Lighted candles which are securely fixed in sturdy, approved candleholders, enclosures, glass hurricane type lamps, etc. are permitted. (Holders and/or other fixtures can be obtained from the Office of Auxiliary Services.) The open flames must be extinguished immediately after the ceremony or function.
3. Food Service Operators (portable cooling equipment): Food warmers must be placed on a non-combustible surface.
4. Laboratories: Excluded from this policy; however, all established safety procedures must be followed.

5. Gas Barbecue Grills: Located outside the building are permitted.
6. Bonfire/burning trash or construction waste: Contact the Director of Auxiliary Services for review/approval.
7. Pyrotechnics and Open Flame Devices for Special Effects: Contact the Director of Auxiliary Services for review/approval.

