

## **University of Minnesota Fire Device Use Policy**

When using torches or other lit equipment, fire containment and accident prevention is the user's responsibility. The University has a responsibility to ensure that the user has planned for fire prevention and control before using a lit device. This policy is intended to prevent decorative flames from turning into a damaging fire.

The University of Minnesota does not permit the use of any flame, burning candle or candles in any place of assembly without first obtaining approval from Department of Environmental Health and Safety (DEHS) and University Fire Inspector. Use the Fire Device Use Request Form (attached) to notify DEHS with the appropriate information at least one week before the event.

Some criteria for fire device use approval:

1. A candle must be in a one-piece glass container where the bowl portion is greater than four inches in height.
2. The top of a candle flame must be one inch below the top of the glass container.
3. Floating candles must still keep the top of the flame at least one inch below the top of the glass.
4. Candles must not be placed in restrooms.
5. Event location must have a written evacuation plan.

The University of Minnesota will allow fire devices in places of assembly with approval from DEHS under the following conditions:

1. Burning devices are attended at all times.
2. A fire extinguisher is readily available.
3. Caution is used when placing materials near the fire devices, such as cloth, paper, etc. candles. Consider their combustibility and flame spread rating. Candles are prohibited on tables covered with paper tablecloths.

At least one week before the event, the event planner must complete and submit the attached form to their local DEHS representative for approval. The DEHS campus representative will send the request to UMN DEHS representative for review. The DEHS campus representative will have final approval or denial authority. Once approved, the DEHS campus representative will contact local responders as necessary.

*Event safety is the responsibility of the event host for the event duration.  
This request form does not transfer that responsibility or liability.  
Issue date 9/04 (office/policy/candle use request policy.doc)*

## University of Minnesota Candle Use Request Form

Name: \_\_\_\_\_ Request Date \_\_\_/\_\_\_/\_\_\_  
 Department: \_\_\_\_\_ Phone Number \_\_\_\_\_

Building Name and Room Number/Site where candles will be used:

\_\_\_\_\_

Event Date: \_\_\_\_\_ Use Duration: \_\_\_\_\_ to \_\_\_\_\_

Please describe in detail the event (i.e. theater production or wedding reception):

Please describe in detail how the fire devices will be set up including fire controls (i.e. holders, surfaces, nearby decorations):

**Candle Specifics:** Fill in the appropriate boxes for each type of candle you plan to use. Please use the back of this form if more room is needed. (Describe the candles in detail)

Style	Size height width	Quantity	Candleholder Material	Fire Prevention Measures

Continued on the back of this sheet? Yes \_\_\_ No \_\_\_

Attach a separate sheet of paper with a pre-event fire prevention plan.

Does the location have an evacuation plan? Yes \_\_\_ No \_\_\_ (Attach a written copy of plan)  
 Describe in detail how will the plan be implemented if needed.

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Annual Drills? Yes \_\_\_ No \_\_\_

Please route this form to your campus DEHS representative at least 2 weeks before event.

Requester's Printed Name & Signature \_\_\_\_\_

Local Campus DEHS Approval Signature and Date \_\_\_\_\_

*Please also print name here* \_\_\_\_\_

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