

Open Flames Safety Guidelines

General Guidelines

1. **Open flames** are absolutely prohibited indoors, and must be approved for outdoor use by the University Fire Safety Specialist on a case-by-case basis.
 - Tiki lamps
 - Oil lamps
 - Torches, etc.
2. **Enclosed flames** devices using controlled or enclosed flames such as candles or lanterns are prohibited in student housing and may not normally be used for decorations anywhere. Limited use of open-flame devices may be permitted only under certain conditions as explained below.
 - **Ceremonies:** Open flame devices necessary for ceremonial purposes are permitted, but must be arranged to minimize direct contact with or exposure to combustible materials so as to avoid injury to users and persons in attendance. Open flame devices used in this manner must be supervised at all times when lighted, and must be extinguished as soon as possible after the ceremony is concluded.
 - **Cooking and Dining:** Any outdoor cooking done in conjunction with decorative events shall utilize suitable outdoor cooking appliances manufactured/intended for that use and placed an adequate distance from any decorations.
3. **Preparation of food at tableside** using open flames (including but not limited to Sterno tins, votive warming candles, and flambé techniques) shall be lighted only by authorized catering staff, which must remain present until the flames are extinguished. Direct contact with or exposure to combustible materials shall be avoided to eliminate the possibility of injury to staff or persons attending the event.
 - A fire extinguisher or other means of suppression shall be provided on or at each cart or other equipment on which open-flame devices are kept or transported.
 - Open flame devices used to keep food warm (including but not limited to Sterno tins and votive candles) may be used provided that shielding is erected to prevent direct contact with or exposure to combustibles including the clothing of persons attending the event. Catering or event staff shall check on such devices with sufficient frequency to ensure that overheating does not occur. Each device shall be extinguished as soon as possible after the need is concluded
 - Candles for use at occupied dining tables (including but not limited to those known as restaurant candles) are permitted; however, when used, they shall be completely enclosed in a tip-resistant non-combustible container constructed so as to be self-righting if placed in a free-standing position. Such candles must be positioned to minimize direct contact with or exposure to combustible materials so as to avoid injury to staff and diners. Such candles should be lighted only by authorized staff, and must be extinguished as soon as possible after the table is vacated or the event is concluded.