

TU Open Flame and Candle Policy

Updated July 27, 2016

What is the Open Flame and Candle Policy?

The Open Flame and Candle Policy highlights issues detailed within the University Decorations Policy for events managed by Event & Conference Services (ECS). This document has been approved by Environmental Health & Safety (EHS).

Exceptions: Any deviation from the Decorations Policy must be approved in writing by EHS copies of which are to be provided to the Director of ESC and maintained in the official event folder.

Open Flame & Candle Restrictions

Open Flames

The use of open flame devices (such as tiki lamps, oil lamps, torches, Sterno for chafing dishes, etc.) are absolutely prohibited in University buildings and must be approved for outdoor use by EHS on a case-by-case basis.

Enclosed Flames in University Housing

Devices using controlled or enclosed flames are prohibited in University housing and may not be used for decoration anywhere inside a University building. Limited use of open-flame devices may be permitted only under certain conditions when approved by EHS.

Ceremonies

The use of candles, incense or any type of open flame device for ceremonial purposes is strictly prohibited in University buildings.

Incense, Mood & Scent Candles

Incense, mood and scent candles are strictly prohibited in all University buildings.

Required Permits

Fire Permit

TU Fire Permit must be obtained for all outdoor ceremonies and outdoor cooking utilizing open fires or grills. A fire permit is issued by EHS at no charge.

Bonfire Permit

THERE IS CURRENTLY A MORATORIUM ON BONFIRES INSIDE THE BELTWAY
Bonfires (flame base \geq 5 feet in diameter) require a "Bonfire Permit" issued by the State Fire Marshall (SFM). This permit must be acquired at least 10 business days prior to the date of the event. The SFM's Office charges a permit fee for a "Bonfire Permit."

Firework Permit

See the "Pyrotechnics" section of the University Decorations Policy

Cooking & Dining Restrictions

Summer Housing

Cooking is prohibited in student rooms in University housing with the exception of the University provided “microfridge” microwave ovens.

Outdoor Cooking

Any outdoor cooking done in conjunction with decorative events shall be approved by EHS and shall utilize suitable outdoor cooking appliances manufactured/intended for that use and placed an adequate distance from any decorations. A Fire Permit issued by EHS is required.

Open flames

AUTHORIZED CATERING STAFF ONLY used in preparation of food at tableside (including but not limited to Sterno tins, tea-light candles, votive warming candles and flambé techniques) shall be lighted only by authorized catering staff, who 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

AUTHORIZED CATERING STAFF ONLY (including but not limited to Sterno tins, tea-light candles 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. STUDENT ORGANIZATIONS AND UNIVERSITY DEPARTMENTS MAY OBTAIN ELECTRIC WARMING UNITS FROM BLACK & GOLD CATERING FOR A SMALL COST. PLEASE WORK WITH YOUR ASSIGNED EVENT MANAGER TO PROVIDE ELECTRICAL DISTRIBUTION FOR THESE UNITS.

Candles for use at occupied dining tables or buffet tables for decoration

Candles are STRICTLY LIMITED TO LED OR OTHER BATTERY OR ELECTRIC TYPE CANDLES WHICH MAY BE PROVIDED BY BLACK & GOLD CATERING.

Combustible decorations

Use of combustible decorations is strongly discouraged, and non-combustible alternatives should be fully explored and exhausted before combustible materials are used. Combustible decorations may be used for table centerpieces when deemed essential to the theme for the event and no suitable alternative can be identified. Combustible decorations will be limited to no more than one piece to a table seating five or fewer and no more than two pieces to a table seating six or more.

Candles on buffet tables

BUFFET CANDLES ARE NOT PERMITTED FOR ANY REASON IN UNIVERSITY BUILDINGS. LED CANDLES ARE VERY REALISTIC AND SHOULD BE USED ON BUFFETS AS REQUIRED.