

FACILITY POLICY
V. J. and Angela Skutt Student Center
Harper Center for Student Life and Learning

SECTION Facility Information			NO. 2.7		
ISSUED January 2011	REV. May 2011	REV.	REV.	REV.	REV.
POLICY Use of Candles			PAGE OF 1 1		

PURPOSE: To prevent bodily injury or property damage by improper use of candles.

SOURCE: Skutt Student Center Advisory Board and Harper Center for Student Life and Learning Administration

POLICY: Use of candles is permitted in designated areas of the Skutt Student Center and Harper Center as long as the following guidelines are adhered to:

1. Candles must be in a fire proof (non-burning) container where the wick is not taller than the container itself.
2. There should be no items that are not fire proof (non-burning) surrounding or touching the flame. i.e.: floral arrangements, paper or other flammable items.
3. A lit candle is never to be left unattended.
4. Candles are never to be placed in a bathroom.
5. Candles are to be placed on a solid surface such as a table or counter.
6. The candles are kept in one location until extinguished.
7. Always extinguish the candle with limited movement. Wait until the holder is cool to the touch before moving. This will prevent the spill of hot wax.
