



THE UNIVERSITY OF  
WINNIPEG

**POLICY: VP F/A#: Candles on Campus**  
PROCEDURES: Included herein  
APPENDIX:

## CANDLES ON CAMPUS POLICY

AUTHORITY: University Administration

RESPONSIBILITY: Vice President, Finance and Administration

Effective Date: April 14, 2014

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### **Purpose:**

In recognition of requests to use candles for a variety of reasons including supporting drama productions, the holding of events on campus, religious events, and by students in residence, a policy is required to ensure the safety of our students, employees, volunteers and visitors, as well as protection of the campus infrastructure and compliance with insurance requirements and fire regulations.

### **Scope:**

This Policy applies to all University of Winnipeg property, owned or leased, and is required to be complied with by all members of the University community (students, employees, visitors, and volunteers) and by members of the general public who are on University of Winnipeg property for any reason whatsoever.

### **Responsibility:**

The Vice President (Finance and Administration), on behalf of The Administration of the University, is responsible for the maintenance, administration, and review of this Policy and Procedures.

### **Principles:**

Open flames, such as candles, incense or lanterns are considered a fire hazard and are not permitted within residences or on campus unless an exception is made as provided for under this Policy. Exceptions may be considered for Religious or Special Events, or for drama productions.

**Approved:** February 25, 2014

**Revised:**

**Cross References:**

Ceremonial Use of Sacred Medicines Policy

Health and Safety Policy



### **Procedures:**

Requests for exceptions shall be made as follows:

- where the request is from a student or relates to an educational requirement, to the appropriate Dean/Director of the applicable Faculty, Centre or Institute
- all other requests, to the Vice-President, Finance & Administration

If the request is determined to be of a high risk, the Risk Manager for the University must also be consulted.

Exceptions will be conditional on compliance with the following requirements:

- **Ceremonial Use of Sacred Medicines:** Physical Plant and Security must be made aware of the event 48 hours in advance in accordance with the Ceremonial Use of Sacred Medicines Policy. Physical Plant will provide the location of an accessible fire extinguisher.
- **Events:** candles must have sturdy holders, be placed in a safe location(s) (away from ceiling fans, vents and table edges), and must be dripless. A fire extinguisher must be present.
- **Theatrical Productions:** candles must be located in a safe area and in a sturdy holder. A fire extinguisher and a bucket with sand must be present. Performers clothing and curtains must be protected with a flame retardant.
- **Any additional conditions imposed by the Dean/ Director.**

### **Non-Compliance Reporting**

Any violations of this Policy or the Procedures will result in immediate cancellation of the approval and shall be reported to the Workplace Safety & Health Committee and may result in an investigation.

### **Review:**

This Policy and the Procedures shall be reviewed at least once every five years.

**Approved:** February 25, 2014

**Revised:**

**Cross References:**

Ceremonial Use of Sacred Medicines Policy

Health and Safety Policy