Guidelines for Using Candles

Permission must be obtained in order to use candles or open flame in connection with assembly areas or with dining facilities. Contact Environmental Health & Safety Facility at 206.543.0465 to finalize use. Burning candles or open flames are not to be used in any building or place in such a manner as to create a fire or life hazard.

Candle Holder Requirements:

- The diameter of the base must be at least one-half the height of the candle, or candle holder, whichever is greater.
- The base must support the holder on the entire perimeter.
- A shade must be of fire-resistant material and must be securely attached to the holder.
- The candleholder must be securely attached to the base.
- The candle must be secured in the holder so that it will not easily separate from the holder if dropped.
- The candle must be located in the holder so that there is a minimum of 2 inches between the top of the flame and any combustible material that may be placed on top of the holder.
- All materials, except the candle itself, must be non-combustible.
- A sample holder and candle must be submitted to the University Fire Safety Engineer for approval prior to use.
- Candelabra with lighted candles must be securely fastened in place so that they cannot tip over. They must be located away from persons using the room and away from possible contact with drapes or other combustibles. Candelabra must be high enough that clothing cannot come in contact with the flame.

Candles in Use:

- Lighted candles must be positioned so as to be out of reach or out of the way of persons using the facilities.
- Candles held in persons’ hands are especially dangerous and cannot be permitted without written approval from the campus Fire Marshall, see number above. Battery-operated simulated candles are available and may be used without a fire permit.
- Persons holding lighted candles and persons in the area must be provided fire-resistive clothing.