

## **CANDLES, INCENSE AND HALOGEN LAMPS**

**Section:** Residence Halls: All Halls

**Policy:** Burning candles or incense or lighting any other open flame in the residence halls is prohibited. Lights which require halogen light bulbs are also prohibited.

**Purpose:** The purpose of this policy is to provide guidelines for residents, guests and staff members regarding candles, incense, open flames and halogen light bulbs to meet fire safety standards in the community.

**Scope:** This policy applies to all staff, residents and visitors to the residence halls, as well as guests of University Housing.

**Background:**

**Procedure:**

- I. When someone discovers or reports burning candles, incense or another open flame, they should ask the resident to extinguish the flame immediately.
- II. When someone discovers or reports a halogen light bulb in use, he or she should ask the resident to disable it immediately.
- III. Residents who do not follow these guidelines will be documented and reviewed by University Housing staff.
- IV. Any special accommodation requests should be made to the director of Residential Programs and Services.

Reviewed: April 13, 2021

Reviewed and approved by management team: March 19, 2019

Reviewed: March 14, 2018

Revised: April, 2016