



NDMU Open Flame and Candle Policy

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).

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.

Open Flame for Catered Events: FOR AUTHORIZED CATERING STAFF ONLY

- Open flame used in preparation of food at tableside shall be lighted only by authorized catering staff, who must remain present until the flames are extinguished. (including but not limited to Sterno tins, tea-light candles, votive warming candles and flambé techniques)
- 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 may be used under the following conditions:
 - o BY AUTHORIZED CATERING STAFF ONLY
 - o shielding is erected to prevent direct contact with or exposure to combustibles including the clothing of persons attending the event.
 - o Catering or event staff shall check on such devices with sufficient frequency to ensure that overheating does not occur.
 - o Each device shall be extinguished as soon as possible after the need is concluded.

Decorations for Events:

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