Policy
The purpose of this policy is to provide guidance and outline procedures by which open flame devices may be used on the University of Wisconsin-River Falls campus.

Authority
The University responsibility for this policy lies with the Risk Management Officer and University Police Chief.

The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process.

Risk Management is responsible for the administration of this policy. Request an exception to this policy by writing to administrative-policy@uwrf.edu.

Sanctions and Appeals Process
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

Procedure
According to University System Policy, no person may light, build or use, or cause another to light, build or use, any fires, including, but not limited to burning candles, burning incense or gas or charcoal cooking appliances on University lands or in University facilities except in such places as are established for these purposes and designated by the chief administrative officer [UWS 18.06 (11)(a)] or the Assistant Chancellor for Business and Finance on the UW-River Falls campus.

Academic and operational use of open flames, which meets the mission of the University, is exempt from this policy. Examples include, but are not limited to, open flame use in supervised science experimentation and demonstrations, studio art processes, facilities maintenance activities, and University catered events using approved grills and candle holders. Candle light vigils are permitted if the venue is outside of all buildings. Candles must be lit outside and extinguished prior to entrance to any building.

The use of the two open fire pits on campus (University Center and Amphitheater) is coordinated through Student Affairs. Contact Reservations at ext. 4444 or reservations@uwrf.edu.

Temporary permits for any other use of open fire may be granted by the UWRF Risk Manager if the activity meets the mission of the University. A permit application must be completed and returned to the Risk Manager a minimum of two weeks before the scheduled event. No use of open fire is allowed without a completed and approved permit. Permits will rarely be granted, and only under extraordinary circumstances.
Safety Regulations - All activities using open fire must adhere to applicable local, state, and federal standards covering use of open fire including but not limited to required use of personal protective equipment, proper ventilation, and maintenance of safe distances from combustibles. Activities using open fire must be supervised at all times by a designated person responsible who will oversee the activity, assure safety guidelines are followed, and all fire is extinguished.

University Responsibilities
All staff and students must adhere to this policy.

Department/Unit Responsibilities
Risk Management Office
Police Department/Parking

Related Documents
Chapter UWS 18 - Conduct on University Lands

Contact
Please direct questions about this policy to administrative-policy@uwrf.edu.