

GUIDELINE 15. OUTDOOR CANDLELIGHT VIGIL

1.0 PURPOSE

- 1.1** To establish a guideline for safe display and usage of candles on the campus of the University of Pennsylvania at outdoor candlelight vigils.

2.0 RESPONSIBILITY

- 2.1** It is the responsibility of all parties requesting to conduct an outdoor event, which include the usage of candles, to secure the proper permit.
- 2.1.1** The event coordinator shall secure a permit for the use of open flame devices. See Appendix 15.0 – Outdoor Candlelight Vigil Permit.
- 2.1.2** The use of battery operated candles is strongly recommended. No permit is required for a candlelight vigil, where only battery operated candles are used.
- 2.1.3** The permit holder will remain on site for the duration of the event and enforce safety procedures.

3.0 PROCEDURES

3.1 USE OF CANDLES

- 3.2.1** Candle size shall be limited to taper or standard congregation candles with a maximum height of ten (10) inches and drip protectors shall be attached unless flame is enclosed.
- 3.2.2** It is prohibited to light candles indoors.
- 3.2.3** Vigil must be limited to one hour in duration.
- 3.2.4** Student leaders or designees will continuously monitor the event for safety.
- 3.2.5** A portable fire extinguisher shall be on site and available for immediate utilization.
- 3.2.6** Candle wick shall be trimmed to ¼ inch prior to lighting.
- 3.2.7** Discontinue use of candle when 2 inches of wax remain, or a ½ inch if in a container.
- 3.2.8** Candle shall be extinguished prior to leaving the site.
- 3.2.9** Do not pack candle or throw in trash receptacle unless completely cooled.
- 3.2.10** No alcohol shall be consumed at an event where open flame devices are used.

4.0 GENERAL REFERENCES

- 4.1** National Candle Association

5.0 CONTACT INFORMATION

- 5.1** For emergencies contact PennComm at (215) 573-3333.
- 5.2** Non – emergency contact phone number at Fire and Emergency Services for questions concerning this Safety Guideline is (215) 573-7857 or F&ES@publicsafety.upenn.edu