



PUBLIC SAFETY PROCEDURE

Procedure Number: **OPS - 053**
Procedure: **Burning of Candles and Incense**
Approved By: Kenneth A. Willett Director, Office of Public Safety

PROCEDURE:

Because of fire safety and health risks associated with the burning of candles and incense, The University of Montana policy does not allow their indoor use in any campus building.

RESIDENCE AND WORK SPACE

Because of the close proximity of living quarters the ban on the indoor use of candles and incense applies to all student dormitories and apartments. The use of candles and incense are prohibited in all campus work locations.

IMPLEMENTATION

Enforcement of the policy and procedure shall be the responsibility of the Office of Public Safety. Directors and Facility Managers are responsible for assisting in this enforcement by monitoring their indoor areas for possible violations. Persistent violators can be reported to the Director of Human Resources or the Dean of Students for appropriate personnel policy or student conduct code action.

EXCEPTIONS

Special requests for individual exception to the policy/procedure may be submitted to the Office of Public Safety. (See exception form attached for details) Requests must be submitted **No Later Than 10 days prior** to the intended use.



Office of Public Safety

**Policy Number: 202.8 Burning of Candles and Incense
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Exception Request Form

Requestor Name _____ **Phone#** _____

Department/Agency: _____

Activity: _____ **Date** _____

Location of requested activity (Address): _____

Narrative of Exception Requested: _____

Category of Request:

- Religious Theatrical Ceremonial Other

Precautions to be taken to ensure Public and Fire Safety: _____

Signature: _____ **Date:** _____

Requestor

Approved/ Disapproved:

Signature: _____ **Date:** _____

Public Safety Official