



Date: October 31, 2002
To: Hope College
From: Holland City Fire Department
Hope College Administrative Division
Subject: Open Flame Policy

Hope College strives to comply with all Federal, State, and Local laws in regards to safety. As a result the open flame policy listed below is mandated for all college owned buildings. The City of Holland Fire Department does not permit the use of any flame, burning candle or candles in any place of assembly without first obtaining approval of the fire department official.

Academic or Assembly buildings

The Holland Fire Department will allow candles in places of assembly with the approval of the fire inspector under the following conditions:

1. Candles must be located in a way that they remain separate from the general public. Examples of this requirement would be stages, altars, or platforms. Candles shall not be permitted in areas used by occupants to stand, or in an aisle or exit.
2. The candle holder device shall be constructed to prevent the spillage of wax at the maximum rate of .25 teaspoon per minute when the candle is not in the upright position. The device or holder must be stable and contain dripping wax at all times. The device or holder must be located so it cannot be dislocated or jarred from its location during use.
3. The candle flame shall be enclosed except where openings located on the side of the holder are less than .375 inches in diameter and that a tissue paper placed on top will not ignite in 10 seconds.
4. Burning candles must be attended at all times.
5. Caution must be used in the combustibility and flame spread rating of materials used near the candles, such as cloth, paper, etc. candles are prohibited on tables covered with paper tablecloths.
6. A fire extinguisher must be readily available.
7. Alternative methods or equivalencies shall be approved by the Occupational Health and Fire Safety Department and with consultation of the Holland Fire Department where needed.

Residential Buildings:

Hope College prohibits the use of open flames, including kerosene lamps, candles, incense, charcoal or gas grills, or other similar items, in or around college housing units. In addition, candles (lit or unlit) and smoking any items such as pipes, cigarettes or cigars is prohibited in college housing units. Gas grills may be used outside if reserved and approved through Creative Dining Services.