



UNIVERSITY OF  
**NORTHERN COLORADO**

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# **Open Flame Ceremony Procedure**

March 2024



## ***Open Flame Ceremony Procedure***

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## ***Open Flame Ceremony Procedure***

#### **IV. CEREMONY PROCEDURE**

Once an approved permit is obtained, the ceremony may proceed only on the date and time stated on the permit. A copy of the approved permit must be present, at the designated area, during the ceremony. The following requirements shall be followed during the ceremony:

UNC Police Department shall be notified 30 minutes before the beginning of the ceremony.

Section V, below (Candles, Incense, and Open Flame Safety Requirements), must be followed during the ceremony event.

During the ceremony, an individual (who is not a participant in the event) shall be assigned to keep a fire watch and shall have a fire extinguisher present. The fire watch shall be present when the event begins and until all candles, incense, or open flames are extinguished and have stopped burning.

Flames shall be immediately extinguished properly at the conclusion of the ceremony.

Once the ceremony is complete and all items have stopped burning, the University Police Department shall be notified that the ceremony is finished.

Students, faculty, and staff may be held financially accountable for any damage to person or property that results from a violation of this procedure and disciplinary action may be taken against any person involved in such violation. Individuals who provide or contribute materials to burn or who ignite or attempt to ignite flammable materials, in addition to what is listed on the permit, will be considered in violation of this procedure and any such actions may violate state and city regulations.

#### **V. CANDLE, INCENSE, AND OPEN FLAME SAFETY REQUIREMENTS**

If the permit is approved, the following requirements are required for candles, incense, or open-flame devices:

No person under the age of 16 will be allowed to hold or light a candle ( ) (i)2.6 (l)2.6 (l)2.6 ( )0.5Y41 Td[f 0.



# Open Flame Ceremony Permit

Requestor Name (Please Print):

Requestor Phone Number: