



REQUESTING APPROVAL TO BURN MATERIALS IN UWEC RESIDENCE HALLS

University Housing Policies allow for accommodation of religious practices and provide a process when those practices involve burning materials in the residence halls and complies with the protocols outlined in this document.

For first time requests, or when making changes to prior approved requests, residents are required to submit this form at least one week in advance of the requested burning time frame. Should the request be cyclic or repeated in a manner that is consistent with the agreed accommodations and arrangements, future requests will require only one business day notice and method will be determined during the approval process. Once the form is submitted, the requestor will need to meet briefly with a member of the University Housing staff for an inspection of the area where the burning is to occur, along with a brief overview of how to use a fire extinguisher.

Resident Responsibilities

- Recognizing that university housing is a smoke-free environment, neither non-practicing persons nor the building structure nor furnishings should be exposed to excessive smoke.
- Student(s) wishing to burn materials must receive approval from University Housing using this form. This approval will need to be reviewed any time a change is requested or annually.
- Good safety practices are essential and those engaging in burning must exercise caution and safety and must take positive steps for ventilation of any smoke. A common cause of fire in residence halls is unextinguished embers in trash cans, so prior to disposing of the candle or other burning item, ensure no fire or embers remain.
- As referenced in the University Housing Contract you signed, any damages caused to University Housing or personal property as a result of your actions is your responsibility, so it is recommended and encouraged that you have sufficient homeowner's and/or renter's insurance in place.

Requestor Information

| | |
|---|----------------------|
| Name | Location of Burning: |
| Email: | Cell Phone #: |
| Type of Burning (i.e. Candle, Incense, Sage, etc.) | |
| Anticipated Date(s) and Time(s) of Burning: | |
| Will this be a reoccurring request? Y N | |
| Please explain the frequency of reoccurring requests: | |

By signing below, I acknowledge and agree that I have read and understand this Agreement and agree to abide by its terms.

Signature _____ Date _____

STAFF USE

| | |
|---|---------------------------------------|
| Are there smoke detectors in the immediate area that could be activated?" | Y/N Notes: |
| Fire extinguisher and training provided by: | |
| Notes: | |
| Date inspection and training occurred: | Route to Asst./Assoc. Director |

University Housing Assistant or Associate Director Approval

Signature _____ Date _____

According to UWS 18.10(4)(a) [https://docs.legis.wisconsin.gov/document/administrativecode/UWS%2018.10\(4\)\(a\)](https://docs.legis.wisconsin.gov/document/administrativecode/UWS%2018.10(4)(a))

- (a) 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.