



Department of Residence Services
Office of Safety and Security

CELEBRATORY CANDLE & INCENSE AGREEMENT FORM

In an effort to support all identities and backgrounds of our students, the Department of Residence Services will provide a private space, to allow students of all faiths to practice celebratory ceremonies of their religious, or holiday celebrations, in a secured safe environment. These activities may include the use of celebratory candles and/or incense. In those cases, written confirmation must be obtained from Residence Services' Office of Safety and Security, two business days in advance of the activity, and specific guidelines must be followed.

The following guidelines must be adhered to by the student:

- You agree to be present for the event at all times.
- You agree to have a security aide present and/or in close proximity during the event.
- You agree to keep the candle/incense on a stable surface at all times and within a non-combustible container.
- You agree not to dispose of candle wax in the sink.
- You agree to keep this signed Celebratory Candle & Incense Agreement on you at all times.
- You agree to cooperate with university staff and adhere to all other university policies during the event.
- If you fail to follow these procedures – you understand that you may lose the candle lighting privileges and may be referred to the Office of Student Conduct.

NAME OF EVENT: _____

DATE OF EVENT: _____

START TIME: _____ **END TIME:** _____

LOCATION FOR EVENT: _____

EVENT SPONSOR: _____

APPLICANT: Name: _____

(Please Print)

Telephone: _____ **E-mail:** _____

I fully understand all the above guidelines and I will be present to ensure the guidelines are followed.

Signature: _____ **Date:** _____

FORMS MUST BE SUBMITTED 48 HOURS IN ADVANCE. THE COMPLETED FORM MUST BE BROUGHT TO THE OFFICE OF SAFETY AND SECURITY ON MONDAY–FRIDAY, BETWEEN 8:00 a.m. AND 5:00 p.m. FOR CONFIRMATION. CONFIRMATION WILL ONLY TAKE PLACE DURING NORMAL BUSINESS HOURS.

Confirmed by: _____ **Date:** _____

Assistant Director, Residential Safety and Security