



## REQUESTING APPROVAL TO BURN MATERIALS IN UWGB HOUSING

Burning is generally prohibited in University buildings including residence halls. Specifically, Wisconsin Administrative Code section UWS 18.10(4)(a) provides as follows:

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

UWGB will, however, reasonably accommodate students' bona fide, sincerely held religious/cultural beliefs. To this end, UWGB Residence Life allows the use of candles, incense, sage, sweetgrass, and cedar smoke when its use is for the purpose of practicing a religious/cultural belief. The burning must be required by or consistent with religious observances and comply with the protocols outlined in this document. **Residents are required to review this form and receive approval at least one week in advance of the requested burning timeframe.** Once the form is submitted, the requestor will need to meet briefly with a member of the Residence Life 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

Student(s) wishing to burn candles or generate smoke from the burning of sage, sweetgrass, and/or cedar must receive advanced approval from Residence Life using this form. In the case of burning sage, sweetgrass, and/or cedar, after receiving such approval, the student must control seepage of smoke by exercising positive steps for ventilation such as: sealing doors, opening windows, and purchasing or utilizing air purifiers to contain all smoke in the specified area. The student should take all reasonable steps to ensure that non-participating persons, the building, and furnishings are not exposed to excessive smoke. In the case of burning candles, this should be done in an area free of any flammable or combustible materials, and for the burning of sage, sweetgrass, and/or cedar, this should be done in a sufficiently large, non-flammable container, exercising caution and good safety practices. Prior to disposing of the burned materials, submerge the candle (2 seconds) or other burned materials (30 seconds) in water to 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 Fire: Candle      Incense      Sage      Cedar      Sweetgrass      Other:	
Date(s) and Time(s) of Burning:	

**I certify that my request to burn materials in the residence halls is required by or consistent with my bona fide, sincerely held religious beliefs. 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

Is the living space or at least the space where the person will be performing the candle-lighting or smudging free from other combustibles (clothes, papers, boxes, trash, etc.)?	Y/N Notes:
Are there smoke detectors in the immediate area that could be activated?	Y/N Notes:
Fire extinguisher and training provided by:	
Date inspection and training occurred:	<b>Route to Asst. Director - Operations</b>

### University Housing Assistant Director Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Director of Residence Life Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_