

# Candle Request Form

Date \_\_\_\_\_

Event Date \_\_\_\_\_ Event Start \_\_\_\_\_ am/pm Event End \_\_\_\_\_ am/pm

Event Location \_\_\_\_\_ Event Name \_\_\_\_\_

Office, Department, or Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Email \_\_\_\_\_@nwmissouri.edu

Contact Phone ( \_\_\_\_\_ ) \_\_\_\_\_

The use of candles in the Student Union and the Station is strictly prohibited without the approval of the Auxiliary Services Office.

Requests for the use of open candles for special events may be granted up to the day prior to the event. Requests are at the discretion of the Director of Auxiliary Services, the Student Union Event Coordinator, or the Station Complex Director. Requests will be granted based on previous requests and events.

Open candles may not be placed within ten (10) feet of any fire safety devices, such as but not limited to smoke detectors, sprinkler systems, or fire extinguishers. Violations will result in the loss of candle privileges.

Any group using open candles is responsible for removal of wax from all surfaces. Un-removed candle wax from any surface will result in the cost of cleaning charges and replacement of damaged objects if applicable. Groups may lose room reservations and scheduling privileges based on the severity of the damage, or excessive violations of the candle policy.

Contact Signature \_\_\_\_\_

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*Office Use Only*

Approved \_\_\_\_\_ Event ID # \_\_\_\_\_

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Signature of Auxiliary Services Representative