

City of Lawrence
Administrative Policy

SUBJECT Candle burning in City offices and facilities		APPLIES TO All City Departments	
EFFECTIVE DATE August 1, 2001	REVISED DATE		NEXT REVIEW DATE July 2005
APPROVED BY City Manager	TOTAL PAGES 1		POLICY NUMBER AP-84

1.0 **Policy**

No candles, incense or other open flames shall be permitted in any City office, meeting room or facility. This policy shall not apply to:

1. Appropriate Parks and Recreation Department facilities, including:
 - a. Facilities used for receptions and/or gatherings;
 - b. Designated areas along the Kaw River Trail;
 - c. The Oak Hill Cemetery Residence, 1605 Oak Hill, Lawrence; and
 - d. The Eternal Flame at the Oak Hill Cemetery;
2. Fire and Medical Department facilities used for departmental training;
3. The Lawrence Arts Center, when the Lawrence Arts Center Board of Directors has authorized the burning of candles, incense or other open flames for a special event or performance;
4. City laboratory facilities.