TREES
• Natural trees may NOT be put in student rooms. With the permission of the Resident Director, they are allowed in public lounges. Only the noncombustible artificial type of tree may be used in student rooms and apartments.
• Artificial trees need care in selection and handling. Plastic and metalized trees can burn; only use the type clearly marked as made of noncombustible material. Do not use light strings on a metal tree; it may become charged and dangerous as a shock hazard.
• Support all trees firmly. Keep away from all sources of heat – radiators, stoves, etc. DO NOT locate where, upright or fallen, it might block escape in case of fire.
• All tree lighting must be turned off before leaving the room or upon retiring.
• No cut boughs should be used indoors or around exit doors.
• If a natural tree is placed in an approved lounge area, please note the following: Saw off the trunk at an angle an inch or more above the original cut. Stand the tree in a container of water. Check the water level daily – the tree will absorb large quantities of water while it is indoors. Do not rely on chemical coatings or solutions to “flameproof” a natural tree. As soon as the tree shows any sign of drying out, it must be removed.

LIGHTING
• Open flame devices are not permitted.
• Check tree lighting equipment for frayed wires, loose connections, and broken sockets.
• Use only equipment carrying the UL code.

CANDLES
• Candles or incense of any type are not permitted in student rooms, suites or apartments even if unlit or unused or for decorative purposes.
• Permission must be obtained from the Resident Director to use them in observing religious holidays. With this prior permission, students will be able to light candles or incense in a location established by the Office of Residential Life. In these instances, candles and incense may never be left unattended and any un-burnt remains must be extinguished and disposed of safely because it cannot be brought back to the bedroom or suite.

DECORATIONS
• Use noncombustible decorating materials at all times. DO NOT use untreated cotton batting and paper because they ignite easily and burn intensely. There are a number of fire retardant products on the market (including door foil), and only these should be used.
• DO NOT string paper, garlands, etc. across a room or hallway. In case of fire, exiting would be impossible.
• Do not use any type of artificial “snow” in or out of the building. It is impossible to clean, except by costly sandblasting.

Violations of the above guidelines may lead to student conduct action.

PLEASE HAVE A SAFE AND HAPPY HOLIDAY TIME!