

Candlelight Service Requirements

PRIOR TO SERVICES

1. A designated individual must check and manually operate all exit doors 30 minutes prior to the public entering the sanctuary. Nothing should obstruct the doorways and exit ways the full width of the doors. Exit ways leading to the exits should be maintained at full width and without obstructions.
2. The width of aisles and exit ways shall be maintained by having all ushers, throughout the building, observe the public entering the sanctuary.
3. Persons assigned to each area of the sanctuary during the service shall be aware of any handicapped members, and be prepared to assist them with evacuation.
4. An announcement shall be made at the beginning of the service for everyone to locate the exits nearest where they are seated. Also, announcements must be made regarding safety with the candles in regard to proximity to clothing, hair, etc.
5. Fire extinguishers will be strategically located to provide for easy access.
6. Small children should not be allowed to hold candles.
7. The seated occupancy load will not be exceeded and all aisles and exits must remain clear and unobstructed.
8. If possible, published announcements should be made prior to the event to make people aware of the hazards, emergency action and evacuation procedures.
9. A designated individual should be assigned the task of calling 911 in the event of an emergency and have access to a telephone readily available. The call should include the person's name, the address location, the type of emergency and a call back number to that person.
10. Please notify the Homewood Fire Department of your Candlelight Service by completing a Candlelight Service Permit (reverse side) and faxing it to (205) 332-6956 or by emailing to Captain Robert Harris at robert.harris@homewoodal.org. If you have any further questions, please feel free to call us at (205) 332-6154.

Candlelight Service Permit

Under the conditions set forth by the International Fire Code (IFC 2015 Ed.) 308.1.7, 308.1.7.1, 308.2, 308.3, and 308.3.1 as adopted by the City of Homewood.

Name _____

Request permission to hold a candlelight service at:

Name of Building _____

Address _____

Date: _____ Start Time: _____ End Time: _____

I have been furnished a copy, have read, and understand information for **Candlelight Service Requirements**.

I am submitting a written detailed description of the service including how open flames will be used and approximate number of people attending:

I further understand that the conditions of this permit are subject to change and/or additional requirements may be deemed necessary by the fire official to ensure public safety.

Signature of Applicant _____ Telephone: _____

E-Mail Address: _____ Position: _____

Approved by Fire Official _____

Title: _____ Date: _____

Please fax to (205) 332-6956 or email to Captain Robert Harris at robert.harris@homewoodal.org