



Contact: City of Wayne Fire Department for more information, 734-722-1111

Christmas Tree Displays & Christmas Decorations

Throughout the year and during holiday season in particular, questions arise concerning the use of Christmas trees and decorations in various occupancies. In an effort to provide guidance for all interested parties, the following requirements are detailed as an aid in complying with state and local regulations.

1. The following standards for installation and use of live Christmas trees in schools, churches and places of public assemblage shall be followed to meet with the approval of the City of Wayne Fire Prevention Bureau.
 - a. **Schools**
Christmas trees shall not be used or set up in school buildings earlier than seven (7) days prior to Christmas vacation and removed within twenty four (24) hours after the start of the Christmas vacation.
 - b. **Churches and Places of Public Assemblage**
Christmas trees shall not be used or set up for more than a total of seven (7) days.
2. The location of Christmas trees shall be restricted as follows with only one tree at any one location:
 - a. Auditorium
 - b. Cafeteria
 - c. Dining Room
 - d. Gymnasium
 - e. Meeting Room
 - f. Multi-purpose Room
3. No Christmas tree shall exceed eight (8) feet in height.
4. Before setting up Christmas trees, the trunk of the tree must be freshly cut at least one inch above the original cut and placed in a container of clear water at least seventy-two (72) hours before setting up.
5. When Christmas trees are set up, the only tree holder that shall be approved will be the type equipped with a container for water, and the container must be kept filled with water during the entire time the tree is inside the building. The tree must be substantially supported so that it cannot be easily tipped or knocked over.
6. If electric lights are used on then Christmas tree, they shall be those bearing the label of the Underwriters Laboratory (U.L.) seal or other approved agencies and approved for such use. If and when electric lights are used, they should be lit only when under constant supervision of an authorized and responsible person. (Under no circumstances shall a student be classified as a responsible person.) Use of lights has been discouraged in the past.
7. Under no circumstances shall Christmas trees be placed or set up in any hallway or corridor of any building or at any location so as to constitute an exposure to exit ways.
8. All trees shall be located in a remote area of the room or auditorium and kept away from all exits or aisle ways.

9. The use of candles, paper or other flammable decorations, regardless of whether they are flame proof or not is prohibited.
10. Metallic trees such as aluminum alloy and synthetic, may be used in any room without restriction provided no electric lights or wiring are placed on or in contact with any part of the tree, provided that item #9 is in compliance.
11. Any tree showing sign of unusual dryness shall be dismantled and removed from the building immediately.