

Tent Safety and Regulations - Public Information

This document applies to ALL tents and canopies used on campus. Tents and canopies are not to be set up INSIDE buildings. They are for OUTDOOR use only.

- **Plan Ahead: Contact Environmental Health and Safety at (607) 777-2211 if you are planning to use a canopy or tent at your event.**
 - All tents and canopies will be inspected. All tents in excess of 200 square feet and canopies in excess of 400 square feet are subject to the regulations of the fire code of NY State.
 - Use vendors who understand and can document the requirements of the NYS Code – Section 2404. Do not use a vendor that cannot provide sufficient documentation.
 - Plan your activity using the regulations and guidelines in this document.
 - Contact EH&S at least 10 days prior to your event.
 - Consider the number of tents/canopies and how they will be laid out. (site plan)

- **Required Documents and Information:**
 - The BU Tent and Canopy Request Form appropriately filled out
 - Certification of Fire Resistance of the Tent / Canopy

- **Event Location:**
 - The Space Manager must give approval for the event to be held in that location
 - Physical Facilities must be contacted to mark the utility lines prior to any tent / canopy set up if they are to be staked down rather than anchored.

- **Event Safety**
 - **Cooking in Tents / Canopies (sections 3104.15-3104.15.7 of the International Fire Code)**
 - The event crowd / public are not allowed in any tent where food is being cooked. (Tents for cooking must be separated from the main event tents by a minimum of 20 feet)
 - Cooking that generates vapors of grease or sparks must be done outside of any tent or canopy
 - Grills must be 20 feet from any building.
 - The general public may be served food from the cooking tent so long as they do not have to enter the tent. (i.e. – serving line is at the edge and outside)
 - **Food Warming**
 - Any use of warming devices such as sterno must be kept 3 feet away from combustible materials including the linens or separated by non-combustible barriers.
 - **Heating in Tents**
 - Portable heaters must be approved and in compliance with the Mechanical Code and the Fuel Gas Code.
 - All flammable materials (the fuel, propane cylinders, etc) must remain outside of the tent.
 - Propane heaters / cylinders are never to be used inside the tent. Warmed air can be blown into the tent.

- **Fire Extinguishers** must be within 10 feet of any open flame devices.
 - Depending on the size of the event, multiple extinguishers may be needed.
- **Lighting / Power** must be installed by the Physical Facilities department.
 - Any non-compliant power cords and electrical fixtures will be removed.
 - All electrical devices used outdoors must be GFCI protected
 - All cords must be protected from foot traffic and to avoid damage.
 - Cords cannot be run through doors or windows.
 - Generators must be enclosed or fenced to protect the public from contact and must be 20 feet from any tent / canopy.

➤ **Occupancy Requirements.**

- Exits must be provided according to the following:

Occupant Load	Minimum # Exits	Min. Exit Width
0 to 199	2	72
200 to 499	3	72
500 to 999	4	96
1,000 to 1,999	5	120
2,000 to 2,999	6	120
Over 3,000	7	120

- Exits shall remain clear but a curtain is allowed according to the following:
 - Free sliding on a metal support
 - Minimum of 80 inches clear in height above the ground
 - When open, no part of the curtain shall obstruct the exit
 - Curtain color must contrast with the color of the tent – be readily seen

➤ **Use and Occupancy**

- If tables and chairs are used, allow 15 square feet per person
- Chairs only – allow 7 square feet per person
- Standing only – allow 5 square feet per person.
- 3 feet of clearance shall be maintained around the inside perimeter of the tent – nothing is allowed within 3 feet of the tent wall.

➤ **Social distancing Guidelines and use of face coverings are required as per CDC and Broome County Department of Health guidelines.**

All Tents and Canopies must be secured to the ground to prevent movement in the wind.

After reading this document – fill out the attached Tent / Canopy use request form and mail to:

**Environmental Health & Safety
Health Services Building
RM 101
EH&S contact phone # 607 777-2211**