

TENT AND CANOPY USE ON CAMPUS

September 25, 2008

General:

Groups desiring to erect a tent or canopy on campus for an event need to be aware that various fire and building code requirements apply to these structures. In all cases, the Public Safety Fire Prevention Unit must review the proposed tent or canopy design in advance.

Request to erect a tent or canopy:

Whenever tents and canopies are going to be erected, notice must be given to Public Safety at least ten business days in advance. The Fire Prevention Unit will review the plan and assist the sponsoring group with any required state permits. Whenever possible we will assist you in designing your event to either avoid or minimize the required state permits and costs. Fax completed tent/canopy request forms, a copy of the certificate of flame resistance and a diagram of tent location with tent sizes to the Fire Prevention Unit at 556-4985. If you have questions, or need assistance, please call us at 556-4992.

State Permits:

In general, permits from the state are NOT required for tents which are 200 square feet (10' x 20') or smaller. A tent is a fabric structure with more than one side wall.

State permits are NOT required for canopies which are 400 square feet (20' x 20') or smaller. A canopy is a fabric structure with up to one side wall. In the case of a canopy with no side walls, it may have a maximum size of 700 square feet (20' x 35') without a permit being required. If multiple canopies are used, they must be at least 12 feet apart.

In all cases, a clearance of at least 20 feet must be maintained from buildings. Also, groups should keep in mind that many grass areas on campus have buried utilities, and sprinkler lines. Placement of poles or stakes into the ground must avoid these locations.

For tents or canopies with non-combustible (steel, ect) frames or poles, used for assembly purposes, a single tent or a group of tents with aggregate areas of not more than 9,500 square feet can be applied under one application and fee for approval.

While UC will endeavor to obtain the necessary permits, it is the ultimate responsibility of the event organizer to have the permits prior to the day of the event. Should the permits not be obtained, the event may not occur.

Signage and Safety Equipment:

Each tent or canopy erected must have a fire extinguisher mounted in a visible location. The extinguisher must be a 5 or 10 pound dry chemical, type ABC. The company renting the tent should be able to provide this extinguisher and a stand to mount it on.

Each tent or canopy erected must have one or more no smoking signs posted so that they are visible throughout the structure. The no smoking signs must be at least 8"x10" in size, with at least 2" lettering.

Cooking Equipment and Open Flame:

The use of cooking equipment, grills, and any open flame is not permitted inside a tent or canopy. Please be aware that if you are planning on using this type of equipment outside the tent or canopy, a separate permit and inspection process is involved, although this is also coordinated through the Fire Prevention unit.

Sound and Lighting Equipment:

The use of public address systems inside a tent or canopy is permitted, as long as the electrical supply is protected by a Ground Fault Interrupter. The use of any lighting equipment requires a permit and inspection from the State of Ohio Industrial Compliance office (see Permit Fees below). Electrical service must be requested from Facilities Management.

Permit Fees:

When the use of tents or canopies requires state permits the State of Ohio Industrial Compliance office a user fee is charged. UC is not exempt from these fees, and the group sponsoring the event must pay the fees. The base fee is \$228.25 for tents with an aggregate area of less than 9,500 square feet additional permits are required for larger square footage. If the tent/canopy is wired for electricity there is an additional fee of \$175.00 and if the tent/canopy has a mechanical system to provide ventilation (fans/heat/air conditioning) there is another fee of \$175.00. So if you intend to use a single tent with lights and fans, the Industrial Compliance fee for that tent is \$578.25.

Inspections:

In all cases where a tent or canopy is being used on campus, an inspection is required. Where no state permit is required, then UC's Fire Prevention unit will inspect the installation. If this inspection can be done during normal business hours, there is no charge for this inspection. If it must be done after hours, then the sponsoring organization must pay the overtime costs.

Revised: September 25, 2008