

USCG 219 - USE OF TENTS FOR SPECIAL EVENTS

Last Update: 12/01/04

DEFINITION

A tent is defined as a temporary structure, the covering of which is made of pliable material that achieves its support by mechanical means such as beams, columns, poles, arches, rope, and/or cables.

AUTHORITY

The State Fire Marshal's Office

REFERENCE

The National Fire Protection Association

PURPOSE

The Department of Environmental Health & Safety advocates that all departments, clubs and organizations holding events sponsored by the University assure that the following minimum conditions have been/or will be satisfied before approving a contract with a vendor for use of tents for special events.

GUIDELINES

- ❑ Pull down roles shall be provided for all poles.
- ❑ There shall be a minimum of 10ft between stake lines.
- ❑ Good judgment shall apply with regard to the placement of tent structures in proximity to other structures.
- ❑ Tent poles and supporting guys, stays, stakes and fastenings shall be of sufficient strength and attachment to resist a minimum wind pressure of 20lbf/sq. ft. of projected area of the tent.
- ❑ Tents shall be adequately guyed, supported and braced to withstand a minimum pressure or suction of 10lbf/sq. ft.
- ❑ The ground enclosed by any tent, and for a reasonable distance not less than 10ft. around the perimeter of each tent, shall be cleared of all combustible materials, including vegetation, prior to the erection of the tent.
- ❑ No hay, straw, shavings or similar combustible materials that have not been treated to make them flame retardant shall be permitted inside the tent.
- ❑ Fireworks are prohibited inside tent structures.
- ❑ Open flames may be used under special permit conditions only – open flames include food warmers, candles and barbeques grills. Permits are issued by the Department of Environmental Health & Safety and are based on an event fire safety evaluation.
- ❑ Portable fire extinguishing equipment shall be stationed in tents in such locations as are deemed necessary and approved by the Department of Environmental Health & Safety and/or the State Fire Marshal's Office.

- ❑ A copy of the certificate of fire rating of the tent fabric shall be provided to the Department of Environmental Health and Safety and/or the State Fire Marshal's Office.

- ▣ The means of egress from tent facilities shall comply with the provisions of the life safety code including but not limited to:
 - Adequate numbers of egress shall be available
 - Exits shall be maintained clear and unobstructed at all times
 - Exits shall be identified with the appropriate use of exit signs
 - Exits shall discharge into/onto a clear and unobstructed areas
 - Exit routes shall be kept clear of equipment, furniture and display items
 - No guy wire or guy rope shall cross any means of egress unless these are at a height of 7ft or above.
 - Tent stakes adjacent to any means of egress shall be capped or railed off.

Vendors shall provide a certificate of insurance for commercial general liability listing “*The Florida International University Board of Trustees, Florida International University, State of Florida, the Florida Board of Education as successor to the Florida Board of Regents, and their respective trustees, directors, officers, instructors, agents or employees*” as additional insured. Coverage shall include \$5000 medical payments.

For more information regarding this guideline, contact the Department of Environmental Health and Safety at (305) 348-2621.