

UNIVERSITY OF TOLEDO

SUBJECT: TENT SAFETY PROCEDURE

Procedure No: S-08-013

PROCEDURE STATEMENT

This Tent Safety Procedure will be adhered to and maintained by all University of Toledo employee's and students.

PURPOSE OF PROCEDURE

To adhere to state fire marshal requirements and to provide for the identification, tracking and correction of deficiencies in compliance with applicable codes, standards, procedures and regulations that may present an unsafe environment for any person(s) associated with tent usage at The University of Toledo. The use of tents on University property requires that the sponsor, planner or host for the activity erect them in accordance with procedures to assure compliance with state law and minimize risks associated with the use of these structures.

PROCEDURE

It is not appropriate to place a tent on campus without specific consideration of the location. Maps with acceptable tent locations are available through the Grounds Department. All tents must fill out an application to erect a tent on campus; forms are acquired through the student reservations office (419-530-2931).

Responsibility

The Environmental Health and Radiation Safety Department (EHRS) is responsible for providing guidance on the tent safety procedures for all University of Toledo Campuses. All permitted tents used on University property must adhere to this procedure. The proposed location of the tent must be approved.

State Inspection Criteria

It is the responsibility of the applicant to ensure all listed requirements for tents are incorporated into the setup of the tent. There are requirements for certain tents:

- Tents and membrane structures, for temporary or permanent use, having an area larger than 200 square feet or;
- If it is a canopy type tent that has at least 75% of the perimeter open and if it is over 400 sq. ft., the tent must be permitted or;
- Canopies open on all sides and meeting all the following criteria: 1. Individual canopy having a maximum 700 square feet in size.

Spacing Tents

- The aggregate area of multiple canopies (with all sides open) cannot exceed 700 square feet in area and placed side by side with a minimum clearance of 12 feet from other tents or canopies, and must also retain a distance of 20 feet from buildings and vehicles or;
- A minimum clearance for canopies (without all sides open) and tents must be 20 feet from other tents, canopies, buildings, and vehicles.

Advanced planning is strongly encouraged as permits are not available from the State of Ohio on an expedited basis. Tents requiring permits must be erected in advance as to be available for weekday inspection by a State of Ohio

inspector. A Sunday event will likely require the tent in place no later than the previous Friday morning. Rental companies that have been utilized for tent rentals before including Meredith Party Rentals and Toledo Tent; these companies shall be used when permit-required tents are set up. These vendors can supply the additional equipment requirements. No personal tents, that meet the permitting criteria, from non-approved sources will be permitted. Tents must be supplied with portable fire extinguishers, exit and no smoking signs. Tents must have a flame resistance certificate and must be 20 feet apart and similarly separated from other structures, such as buildings, parked vehicles and outdoor cooking equipment. Cooking tents require special fire extinguishers and the vendor providing food services must be required to provide them.

There is a fee for permits issued through the Ohio Department of Commerce – Division of building Code compliance. The application is usually completed by the tent supply rental company and can be located at : APPLICATION FOR INSPECTION NOT REQUIRING SEALED PLANS are available at www.com.ohio.gov.

The contact information is:
Department of Commerce
Bureau of Building Code Compliance
6606 Tussing Road
Renoldsburg, OH. 43068-9009
(614)664-2223 – phone
(614)664-2618 – fax

All tents are subject to compliance inspection by the EHRS. A tent found not to be in compliance is subject to closure and will not be re-opened for usage until all issues are resolved. The Department Director or responsible designee is responsible for their tent and the tent contents meeting the following requirements:

- NFPA 701 for flame retardness (and must be labeled as such) or equivalent approval.
- No hay, straw, shavings or similar combustible materials are permitted within the tent.
- At least one (1) five-pound all-purpose fire extinguisher (ABC) must be provided by the applicant.
- Cooking is not permitted within the tent without prior authorization of the EHRS and completed permits.
- Open flames are not permitted without prior authorization from the EHRS department and third party contractors.
- Tents must be erected to meet the manufacturer's specifications. This includes normal stability of the tent and resistance to wind.
- Electrical supply must be installed by a licensed electrician and inspected by a certified electrical inspector. The inspection sticker must be posted on the temporary panel.
- The underground lines must be marked off to avoid contact with underground public utilities.
- When the side flaps of tents are utilized and the occupant load is 50 or more, two exits must be provided and identified with internally illuminated exit signs. In addition, emergency lighting is required.
- Pop up tents are permitted as long as they have been anchored down properly.
- All pressurized cylinders shall be secure.
- Aisles and exits must be maintained free of obstructions.
- Tents must be wheelchair accessible
- When port-a-johns are provided, at least one (1) unit must be wheelchair accessible.
- No Smoking signage shall be posted
- Arrangements must be made to dispose of all trash. Charcoals must be submerged in water before disposal.
- There must be at least 10 feet of clear and unobstructed space between adjoining tents.
- Comfort heating devices shall be pre-approved by the EHRS and third party contractors.
- Tents must comply with the Ohio Administrative Code 1301:7-7-24
- If alcohol is to be sold or provided with admission, then proper permits must be acquired.

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