Policy Statement

Use of tent-type structures on the campus must comply with requirements of the International Fire Code. Such structures are usually set-up for outdoor banquets and other gatherings, and while generally safe, there are specific life safety and fire concerns that must be addressed prior to use.

Applicable Campus:

All UC Denver Campuses

Purpose

To establish a policy for safe use of tents and tent-type structures on campus property.

Scope

The policy covers all campus departments and staff.

Procedures

On the UC Denver campus, a permit must be obtained from the campus Fire and Life Safety Officer (303-724-0293) before the structure is occupied. This applies to tents and temporary membrane structures with an area of 200 sq. ft. or larger, and canopies 400 sq. ft. and larger. Awnings will be on a case-by-case basis.

The Fire Code defines these structures in the following manner:

TEMPORARY MEMBRANE STRUCTURE: an air-inflated, air-supported, cable, or frame-covered structure, which is erected for less than 180 days and not otherwise defined as a tent, canopy, or awning.

TENT: a temporary structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by the air or contents it protects.

CANOPY: a temporary structure, enclosure, or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

AWNING: a shelter supported entirely from the exterior wall of a building.

In most cases, the structure must meet the following criteria:

- The structure may not be located within 20 feet of property lines, buildings, other similar structures, and parking facilities without direct approval.
• The structure must be adequately braced and anchored to prevent weather-related collapse.
• Flame-retardant treatments of the fabric shall be noted on permanently affixed labels.
• Means of egress (number of exits) must meet requirements noted on the permit. For units larger than noted on the permit (based on number of persons occupying the structure), contact the campus Fire Safety Officer for guidance.
• Fire extinguishers must be present, and the type/number needed will be decided by the campus Fire Safety personnel. Fire extinguishers can be obtained on a temporary basis by contacting Facilities Operations Department at 303-724-1777.
• Control of sources of ignition, including heating/cooking operations, may require consultation with the campus Fire and Life Safety Officer, prior to use of the structure.
• Certain special applications, such as displays, use of flammable liquids, generators, and other requests should also be coordinated with the campus Fire Safety section.

NOTE: PERMIT FORM IS FOUND AFTER THIS PAGE.

Prepared by:

Wayne Blubaugh, MPA  
Fire and Life Safety Officer, Facilities Operations  
12/20/07

Approved by:

David C. Turnquist, PE  
Assistant Vice Chancellor, Facilities Operations  
12/20/07

References:
• 2006 ed. International Fire Code
• Campus Authority having Jurisdiction Policy
TEMPORARY MEMBRANE STRUCTURE / TENT / CANOPY PERMIT

THIS PERMIT SHALL BE DISPLAYED AT THE SITE WHILE UNIT IS IN USE.

PERMIT #: ____________________________________________

DATE ISSUED: ________________________________

ISSUED TO: ______________________________________

LOCATION: ________________________________________

TYPE STRUCTURE (circle): TEMPORARY MEMBRANE (TMS) TENT CANOPY

Permission is hereby granted for the use of a temporary membrane structure/tent/canopy in accordance with the provisions of the 2006 ed. International Fire Code (IFC), chapter 24.

THIS PERMIT IS GRANTED UNDER THE FOLLOWING CONDITIONS:

- This permit is valid only for the time and location noted.
- Fully charged, operational fire extinguishers (rating correct for the hazards) are located near at least two exits and within 25 feet of cooking appliances.
- Exit pathways are unobstructed, and numbers and widths of exits are in compliance with required code (as noted below).

<table>
<thead>
<tr>
<th>Occupant Load</th>
<th>Minimum # of Exits</th>
<th>Minimum width of each exit (inches)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-199</td>
<td>2</td>
<td>72 (tent/canopy)</td>
</tr>
<tr>
<td>200-499</td>
<td>3</td>
<td>72 &quot;</td>
</tr>
<tr>
<td>500-999</td>
<td>4</td>
<td>96 &quot;</td>
</tr>
<tr>
<td>1000-1999</td>
<td>5</td>
<td>120 &quot;</td>
</tr>
</tbody>
</table>

Exits shall be spaced at approximately equal intervals around the perimeter of the structure, and shall be located such that all interior points are 100 feet or less from an exit. Exits shall be easily identifiable and marked as exits when required by the permit.

- All flammable liquids and their containers have been removed from the area, and temporary heating units (propane/electrical) have been secured away from exits.
- Cooking and heating equipment shall be located a minimum of 10 feet from exits.
- Trash and other combustible waste materials are to be kept to a minimum. Waste shall be in approved trash containers until removed from premises.
- This permit does not relieve liability issues related to fires or damages to persons or property as a result of the use of the structure.
- This permit may be revoked under reasonable cause by the UC Denver Fire and Life Safety Officer.

SPECIAL PRECAUTIONS (if any): ____________________________________________

AUTHORIZATION: _________________________________________________________

For additional information or consultation, contact the campus Fire and Life Safety Officer (303-724-0293).