



Campus Administrative Policy

Policy Title: Tent-type Structures and Permits Policy and Procedures (OPP: 103-054)

Policy Number: 3072 Functional Area: **General Administration**

Effective: February 22, 2018
Date Last Amended/Reviewed: September 1, 2017
Date Scheduled for Review: July 1, 2025
Supersedes: Tent-type Structures and Permits (February 2004)

Approved by: David C. Turnquist
Associate Vice Chancellor, Facilities Management
Duxton Milam
Campus Fire Marshal, Facilities Management
Authority Having Jurisdiction for Fire and Life Safety
(February 22, 2018)

Prepared by: Campus Fire Marshal
Reviewing Office: Executive Vice Chancellor for Administration and Finance |
CFO, University of Colorado Anschutz Medical Campus
Senior Vice Chancellor for Administration and Finance |
CFO, University of Colorado Denver

Responsible Officer: Executive Vice Chancellor for Administration and Finance |
CFO, University of Colorado Anschutz Medical Campus
Senior Vice Chancellor for Administration and Finance |
CFO, University of Colorado Denver

Applies to: University of Colorado Anschutz Medical Campus
University of Colorado Denver
University of Colorado South Denver Location

A. 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

B. PURPOSE

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

C. PROCEDURES

On the university campus, a permit must be obtained from the Campus Fire Marshal (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 Marshal 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 Management at (303) 724-1777.
- Control of sources of ignition, including heating/cooking operations, may require consultation with the Campus Fire Marshal, 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.

Notes

1. Dates of official enactment and amendments:
February 2004: Adopted/Approved by Associate Vice Chancellor for Facilities
February 22, 2018: Revised
December 18, 2019: Reformatted
2. History:

December 18, 2019: Reformatted to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Links, university branding, and formatting updated by the Provost's office.
3. Initial Policy Effective Date: February 2004
4. Cross References/Appendix:
 - [2015 ed. International Fire Code](#)
 - [Campus Policy 3003, Authority Having Jurisdiction for Fire Prevention and Life Safety](#)
 - [National Fire Protection Association \(NFPA\) Life Safety Code](#)
 - [Appendix A, Temporary Structure Permit \(See Below\)](#)

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 2009 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).

<u>Occupant Load</u>	<u>Minimum # of Exits</u>	<u>Minimum width of each exit (inches)</u>	
10-199	2	72 (tent/canopy)	36 (TMS)
200-499	3	72 "	72 "
500-999	4	96 "	72 "
1000 – 1999	5	120 "	96 "

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 Campus Fire Marshal.

SPECIAL PRECAUTIONS (if any): _____

AUTHORIZATION (issued by): _____

For additional information or consultation, contact the Campus Fire Marshal (303) 724-0293.