



## Tent Installation Program

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#### Purpose

To establish procedures for NCF to protect occupants from hazards that may be associated with temporary tents and to comply with applicable building and fire codes related to temporary tent installations.

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#### Responsibility

Environmental Health & Safety - Develop procedures for the college to meet program requirements. Provide guidance and interpretations and act as liaison for code officials.

Departments – Comply with all policy and program elements.

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#### Definitions

**Tent** – A canopy structure of 120 ft<sup>2</sup> or greater (10' x 12')

**Temporary** – Less than 180 days.

**Permit** – Notification to and permission of the Building Official and the State Fire Marshal (as it pertains to this procedure).

**Sunshine State One Call of Florida** – A toll-free number to call to locate underground or underwater utilities to prevent damage prior to digging. This is a program mandated by Florida Statutes, Ch. 556, which requires contractors and other to have utilities marked prior to digging.

<http://www.sunshine811.com/>

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## Tent Installation Program

All tents installed on NCF property will comply with these procedures. The Office of the State Fire Marshal, per Florida Statutes, is the Authority Having Jurisdiction (AHJ) and has the final approval for any tent installation and seating. Additionally, the Building Official, per Florida Statutes, must review the installation plans.

The form in Appendix A should be completed and returned to NCF Environmental Health and Safety Office (EH&S) a minimum of five days prior to an event requiring the use of a tent. EH&S will distribute the form to the Building Official, State Fire Marshal, and NCF Physical Plant.

The tent contractor is responsible for contacting Sunshine State One Call Florida at **811** at least two working days in advance to mark underground utilities prior to driving stakes.

All tent fabric must be flame retardant and indicated as such by a certification attached to each membrane.

The tent and poles shall be securely anchored using appropriate anchoring systems.

Tops of metal stakes shall be covered with a protective barrier to prevent injuries.

Seating, if provided, shall conform to the requirements of the Life Safety Code for adequate row and aisle spacing, and means of egress distances.

A seating plan shall be provided for each tent installation. That plan shall be approved for compliance with applicable Fire and Life Safety Code requirements for pertaining to aisle and row width, fire extinguishers, lighting, and other egress requirements.

Pre-approved seating diagrams for established and recurring events are encouraged to prevent the need to obtain seating plans for each event.

Fire extinguishers shall be provided by the tent contractor. The exact number may be determined by the AHJ or NCF, however, a minimum of one per tent will be required. All extinguishers will be current on their certifications and inspections as per NFPA 10 and SFM Rules and Regulations.

Side panels if used in tents occupied by the general public will dictate different aisle and seating configurations. Depending on conditions and the number of side panels, additional lighting, EMERGENCY LIGHTING, and EXIT markings may be required.

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## References

NFPA 1 Ch. 25.2; FBC Section 3103; Florida Statutes Chapter 556.



Office of Environmental Health and Safety

**Appendix A**

**Tent Installation Form**

(Must be completed 5 days prior to event's date)

**To: New College Building Official; Local Inspector, Office of the State Fire Marshal;  
Director of Physical Plant**

Date of Event:

Name of Event:

Tent Company:

Address:

Company Contact Name / Emergency Phone Number:

Date Tent Installation to begin:

Size/Location of tent:

Total people under tent:

Type of anchor: Stake  Bucket  Other  Explain if Other

Any Type of Open flame under tent: Yes  No

If yes, please indicate:

Cooking

Candles

Sterno

Other

Seating Plan

Pre-Approved

Attached

***If yes is checked on any of above, extinguisher(s) are required. Exact number to be determined by NCF. Tent company is required to have utility locations marked by Sunshine State One Call of Florida at 811 before driving stakes as required by F.S. 556.***

***<http://www.sunshine811.com>***

Please Fax or e-mail form to:

**Environmental Health and Safety**

**Fax: 487-5021**

**Email: [rhambrick@ncf.edu](mailto:rhambrick@ncf.edu)**

**487-4585**