



University of Maryland
Fire Marshal's Office
Seneca Building (812)
4716 Pontiac Street, Suite 0103
College Park, Maryland 20742
301-405-3960
essr.umd.edu/firemarshal



Guidelines for the Use of Tents

The following guidelines are based on the requirements of the State Fire Prevention Code. Assistance in using these guidelines and meeting the requirements of the State Fire Prevention code is available from the University of Maryland Fire Marshal's Office.

Asst. Fire Marshal Hicks (301) 405-4193
University of Maryland Fire Marshal's Office (301) 405-3960
FAX (301) 314-9294
Notification through University of Maryland Police (301) 405-3555

Inspection

- The Fire Marshal's Office may inspect any tent to determine compliance with the State Fire Prevention Code.
- Any violations of the State Fire Prevention Code must be corrected prior to the use of the tent, or immediately if discovered during the event.
- In order to comply with the requirements of the State Fire Prevention Code, it is necessary for the Fire Marshal's Office to make certain approvals as noted in these guidelines.

Flame Resistance and Structure

- All tent fabric must be flame resistant.
- A certificate or other proof of approval by a testing laboratory is acceptable as evidence of the required fire resistance. A copy of the certificate must be provided to the Fire Marshal's Office upon request. These certificates should be available from the tent supplier.
- Tent suppliers must be able to certify that tents have been erected in accordance with manufacturer recommendations, industry standards, and code requirements.
- Example of Certificate can be found at the end of the document

Floor Coverings

- The area enclosed by any tent and not less than 10 feet outside of such tent, must be cleared of all flammable or combustible material or vegetation. Prior to erecting the tent. The premises must be kept free from such flammable or combustible materials during the period for which the area is used.
- No hay, straw, shavings, or similar combustible materials are permitted within any tent unless they have been treated to make them flame retardant. A certificate or other proof of approval by a testing laboratory indicating that the material has been properly treated is acceptable as evidence. A copy of certificates must be provided to the Fire Marshal's Office prior to placing the material within a tent. These certificates are available from the material manufacturer or supplier.
- Example of Certificate can be found at the end of the document

Exits and Occupant Load for Enclosed Tents

- Tents that have sides attached and rolled up are capable of being enclosed and must meet these requirements even if it is intended for the tent to remain unenclosed during the event.
- The number of separate exits required for enclosed tents is based on the floor area of the tent. The maximum number of occupants, called the occupant load, is also based on the floor area of the tent.

Occupant Load (floor area of tent)

Number of Exits (minimum)

49 (343 sq ft) or less	1
between 50 (350 sq ft) and 499 (3,493 sq ft)	2
between 500 (3,500 sq ft) and 999 (6,993 sq ft)*	3
more than 1000 (7,000 sq ft)	4 (more exits may be needed)

- The occupant load is decreased when tables and chairs are used (banquet style) – the number of required exits remains the same because exits are based on floor area. The following calculation will determine the occupant load with tables and chairs:

$$\text{net square footage of tent floor area} / 15 = \text{occupant load with tables and chairs}$$

Example: The number of occupants allowed, with tables and chairs, in a 50'X50' tent with a 10'X20' stage.

$$2,500 \text{ square feet (floor area)} - 200 \text{ square feet (stage area)} / 15 = 153 \text{ persons}$$

PLEASE NOTE: These calculations are for planning purposes only and do not represent a legal capacity. The Fire Marshal's Office will provide legal capacities based on submitted set-up plans.

- Each exit must be provided with an exit sign. The word “EXIT” must be plainly legible in letters at least 6 inches high and with strokes not less than 3/4 inch wide. If the tent is to be occupied after sunset, emergency lighting must be provided. In most cases, the tent company can provide exit signs and emergency lighting.

Exit Requirements for All Tents

- The minimum width of an exit must not be less than 32 inches.
- Guy wires or guy ropes must not cross an exit at a height of less than 7 feet.
- Where tents are placed near fences or other obstructions, a clear exit path must be maintained to an area sufficiently away from the tent.
- Tent stakes must be railed off, capped, or covered.

Fire Protection

- One portable fire extinguisher (dry chemical ABC type) must be furnished at each exit of an enclosed tent. The University sponsor for the event using the tent is responsible for ensuring that fire extinguishers are provided. If necessary, arrangements for portable fire extinguishers may be made by contacting the Facilities Management Customer Response Center at (301) 405-2222. There is a charge for fire extinguisher service.
- Smoking is prohibited in any tent. Plainly visible signs shall be posted that read as follows: NO SMOKING
- Pyrotechnics, open flames (including use of sterno and other food warming devices), and cooking equipment must be approved in advance by the Fire Marshal’s Office. Commercial cooking equipment such as grills and broilers, when used within a tent, must meet the same requirements for indoor commercial kitchens (i.e., proper ventilation, fire suppression systems).

Electrical

- The electrical system and equipment must be isolated from the public by proper elevation or guarding. All electrical fuses and switches must be enclosed in approved enclosures. Cables on the ground in areas travel by the public must be placed in trenches or protected by approved covers (yellow jacket etc.).
- All electrical systems must be properly grounded.
- Generators must be placed so that exhaust fumes do not enter tents and be at least 15 feet from the tents.
- Electrical installations must comply with the National Electrical Code (NFPA 70).

Propane and Electrical Heating Systems

- Tanks shall be no closer than 15 feet to the tent.
- All propane tanks and heating devices shall be labeled.
- All propane tanks shall be stored in the upright position and protected from vehicular traffic.
- The heating systems shall be installed in accordance with its listing. Electrical Heaters shall be connected to electricity by electrical cable suitable for outside use and is of sufficient size to handle to electrical load.

Applicable Standards of the State Fire Prevention Code

NFPA 1, *Fire Prevention Code*

NFPA 101, *Life Safety Code*

NFPA 102, *Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures*

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*

NFPA 70, *National Electrical Code*

Insurance Requirement

- The University of Maryland requires in most cases that all organizations/users who host events or programs on campus for a non-University of Maryland event, be insured for liability. Users must provide evidence of such coverage (certificate of insurance) to the office booking your event and to the Department of Environmental Safety, Sustainability and Risk two weeks prior to the event. This requirement can be satisfied by purchasing a general liability policy or by providing a certificate of insurance.
- The acceptable form of this documentation is a certificate of insurance showing evidence of general liability insurance to cover the event and use of University facilities. The certificate of insurance must provide a minimum of \$1 million in coverage limits and include the University of Maryland as the certificate holder and as an additional named insured for the event and use of facilities.

Certificate Examples

Certificate of Flame Resistance

REGISTERED APPLICATION NUMBER

F031.02



ISSUED BY
ANCHOR INDUSTRIES INC.
EVANSVILLE, INDIANA 47711

MANUFACTURERS OF THE FINISHED TENT PRODUCTS DESCRIBED HEREIN

Date of Manufacture
8/27/97

Order Number
170484

This is to certify that the materials described have been flame-retardant treated (or are inherently noninflammable) and were supplied to:

PARTY PERFECT
1977 WEST ST
ANNAPOLIS MD 214013905

Certification is hereby made that:
The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshall Code, equal to or exceeds NFPA 701, CPAI 84, ULC 109 The method of the FR chemical application is:

Serial #:	8271200	(0001)
Description of item certified:	PTEN MID 40W X 20 VL W W	

Flame Retardant Process Used Will Not Be Removed By Washing And Is Effective For The Life Of The Fabric

DERACOTE
RAVENNA, OH

Name of Applicator of Flame Resistant Finish

Signed: *Louis R. Brown*
TENT DEPARTMENT-ANCHOR INDUSTRIES INC.

American Turf & Carpet

Floor Covering Professionals for the Industries

STYLE	STAMINA
CONSTRUCTION	STANDARD RUS
FIBER	100% UV OLEFIN
DYE METHOD	COBALTION
GAUGE	NA
SQ YD PER SQUARE YARD	18.02
AVERAGE PILE HEIGHT	3.1 MM
DENSITY	NA
SECONDARY BINDING	UNITARY LATEX
WIDTH	6.4 FT
WEAR RESIST	NA
FLAMMABILITY	PILL TEST, CLASS I AND CLASS A BLOCK WALLS ONLY
1 YEAR WARRANTY, INDOOR	2 YEAR
1 YEAR WARRANTY, OUTDOOR	2 YEAR
1 YEAR WARRANTY, INDOOR	2 YEAR
1 YEAR WARRANTY, OUTDOOR	2 YEAR

Independent Textile **Testings**

700 West 19th
Dulon, Georgia 30122-2448 Phone: 706-871-7011 Fax: 706-272-0211 E-mail: info@ttestings.com

1303 Markey Ave.
February 18, 1998

Specimen Sections of the submitted sample were prepared and tested in accordance with ASTM D4434 and Factors Test Method 172, NFPA 253

FLOORING RADIANT PANEL TEST

Sample Description: *Stamina*

Serial: 18K12
Class: 241
Rev #: 20-02-01

Test Assembly: *Stamina*

1. $1.38 \text{ w/m}^2/\text{cm}^2$	1. $1.38 \text{ w/m}^2/\text{cm}^2$
2. $0.1 \text{ w/m}^2/\text{cm}^2$	2. $0.1 \text{ w/m}^2/\text{cm}^2$
3. $0.1 \text{ w/m}^2/\text{cm}^2$	3. $0.1 \text{ w/m}^2/\text{cm}^2$

0.8% coefficient of variation

L. R. Brown
AUTHORIZED SIGNATURE

This report and report are for the exclusive use of the applicant in whom they are prepared, and this information should not be used in any other manner. The applicant is responsible for the accuracy of the data and the quality of the sample. The applicant is also responsible for the accuracy of the data and the quality of the sample. The applicant is also responsible for the accuracy of the data and the quality of the sample.