Tenting on Campus

Fire Marshal Rules & Regulations

Fire Marshal Request

As soon as you know you will be tenting an event, please send the following information to the fire marshal’s office for review and specific requirements to be sent.

1. How big will the tent be? (Multiple tents, closer than 12 feet apart are considered one tent for code purposes)
2. Will the tent have sides?
3. Will there be power supplied to the tent?
4. How long will it be on site and assembled?
5. Will the tent be staked or ballasted?

Code Requirements (to be sent from the Fire Marshal after specific request)

1. We will need a rough sketch (hand drawn is fine) of how items will be set up under the tent. The drawing should include dimensions, but does not need to be to scale. This is per the 2016 CSFSC, Part III, 3103.6.

2. The tent must be provided with at least 2 exits of 72 inches in width, spaced at roughly opposite sides of each tent. This is per the 2016 CSFSC, Part III, 3103.12.

3. Exits must remain open at all times or be provided with swinging doors. This is per the 2016 CSFSC, Part III, 3103.12.3 and 3103.12.4.

4. An egress aisle of at least 44 inches must run between all required exits. Please note the location of aisles on the sketch required by item #1. This is per the 2016 CSFSC, Part III, 3103.12.5.

5. Exit signs must be provided at each exit, either above the exit open or directly adjacent to it. The exit signs may be either of the following types;

   a. Internally illuminated as listed / labeled as UL924 (self-illuminated with 90 minute battery backup). Ref. 2016 CSFSC, Part III, 3103.12.6.1

   OR

   b. Externally illuminated by lighting powered by two separate circuits, one of which not used for any other reason. Ref. 2016 CSFSC, Part III, 3103.12.6.1(1)

7. Flame Propagation Certificate. Please provide copies of the tents flame propagations certificates that demonstrate complicate with NFPA 701. Ref. 2016 CSFSC, Part III, 3104.4

8. Flame Propagation Label. When the tents are assembled, we will be looking for flame propagation labels on each separate piece of the tent, the main tent, side walls, etc. that demonstrate that the tent is in compliance with NFPA 701. Ref. 2016 CSFSC, Part III, 3104.3.

9. We will need to see a copy of the tent permit from the City of New Haven per the 2016 CSFSC, Part III 3103.4 as amended by the State of Connecticut.

**Other Items to Consider**
- Even though the above won’t be sent to you until the fire marshal gets involved, it’s good to be talking to your tent provider about exits and exit signs as well as the flame propagation certificate and label. Your tent provider will also be responsible for the tent permit. All of these things can be sent to you in advance (besides the flame propagation label which will be directly on the tent).
- There may be several other requirements that must be adhered to depending on the individual set up and how many people are expected.

**City of New Haven/Yale University Standards for the Ballasting of Tents**

**Purpose**
These standard for the ballasting of tents are intended to provide a uniform standard for the ballasting of tents in compliance with the 2016 Connecticut State Fire Safety Code, Part III, 3103.9.

**1. Manufacturer’s Instructions / Code Requirements**
All ballasted tents, with the exception of the topics listed herein, must otherwise be assembled in accordance with the manufacturer’s instructions and all other applicable code provisions.

Documentation Required Prior to Tent Assembly: Manufacturer’s Instructions for the tent to be used.

**2. Ballast Weight**
The ballasting of tents may be done utilizing one of the following methods at the discretion of the user / tent vendor;

a. **Rule of Thumb Method** - The minimum total weight of ballast to be used shall be equal to 12.5 Lbs. per square foot of tent floor area, divided equally among all staking points. Ballasting may be augmented at the corners and other stress points at the discretion of the tent vendor without a requirement to increase the total
weight required. The staking points and their arrangement shall be defined by the manufactures directions for that particular tent. Additional ballast shall be permitted at the discretion of the tent installer.

Documentation Required Prior to Tent Assembly: Manufacturer’s Instructions for the tent to be used.

b. **IFAI Tent Ballasting Tool** - The tent vendor may elect to ballast utilizing the IFAI Tent Ballasting Tool.

Documentation Required Prior to Tent Assembly: IFAI Tent Ballasting Tool inputs and results along with all supporting documentation of the data used.

c. **Engineering Design Stamped by a Connecticut Licensed P.E.** - The tent vendor may elect to ballast in accordance with an engineer’s design, stamped by a Connecticut Licensed P.E.

Documentation Required Prior to Tent Assembly: Engineer’s design, stamped by a Connecticut Licensed P.E.

3. **Tent Vendor Certification of Ballast Weight**
The tent rental vendor shall provide, prior to tent assembly, that the ballast weight to be utilized will comply with the requirements of Item # 1, Ballast Weight. This certification must be signed by the owner or corporate officer of the tent rental company. Additionally, any fixed ballast weight must be stamped or otherwise permanently marked with their certified weight.

Documentation Required Prior to Tent Assembly: Letter signed by the owner or corporate officer of the tent rental company.

4. **Permitted Ballast Types**
The types of ballast permitted shall be restricted to the following types;

• Block and Roll concrete blocks or equivalent concrete blocks manufactured as tent ballast as approved.
• Any type / brand of water tank / container tent ballast manufactured as tent ballast as approved.
• Intermediate Bulk Containers with integral metal cage and pallet as approved.
• Other types of ballast may be considered and utilized if specifically approved prior to tent assembly at the discretion of the inspector/s or code officials assigned.

Documentation Required Prior to Tent Assembly: Catalog cut sheets or manufactures instructions for the ballast to be used.

5. **Prohibited Ballast Types**
The following types of ballast are prohibited;

• Any type of water ballast not listed as permitted.
• Any types of open container, where the ballast can leak or flow out if tipped over.

6. **Guy Webbing and Associated Hardware to Connect the Tent to the Ballast**

• All webbing and hardware utilized to connect the tent to the ballast must be rated for at least 1.5 times the full weight of ballast that it is connected to.
• No knots are permitted to connect the ballast to the tent, except for safety knots on ratchet straps.
• If using an Intermediate Bulk Container with integral mental cage and pallet as ballast, the webbing used must go around the entire Intermediate Bulk Container, top to bottom, through the pallet assembly. This can be the same webbing attached to the tent or a separate piece, appropriately attached to the webbing going to the tent as approved.
• All hardware and webbing utilized must bear the manufacturer’s labels or markings so they can be verified as being appropriately rated and matched to the catalog cut sheets or manufacturer’s instructions for that piece of equipment that is to be submitted prior to tent assembly.
• All webbing and hardware must be in good condition as judged by the inspector or code official assigned.

Documentation Required Prior to Tent Assembly: Catalog cut sheets or manufacturer’s instructions for the webbing and hardware to be used.

7. Underground Buildings / Void Areas
All proposals for the ballasting of tents over any underground building or void space shall be reviewed and approved by an engineer for the effect of the weight to be placed upon such structures.