Ramapo College of New Jersey
Environmental Health & Safety
Office of the Fire Marshal

Tent/Canopy
Use
Policy and Procedures

In Accordance With
New Jersey Fire Code

505 Ramapo Valley Road, Building D ● Mahwah, New Jersey 07430
Tel: (201) 684.6252 ● Fax: (201) 684.7508
E-mail: dharring@ramapo.edu ● Website: http://ww2.ramapo.edu/ehs/fire-safety.aspx
Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Purpose</td>
<td>3</td>
</tr>
<tr>
<td>Scope</td>
<td>3</td>
</tr>
<tr>
<td>Definitions</td>
<td>3</td>
</tr>
<tr>
<td>Permit</td>
<td>3</td>
</tr>
<tr>
<td>Procedures</td>
<td>3-4</td>
</tr>
<tr>
<td>Key Safety Elements</td>
<td>4-5</td>
</tr>
<tr>
<td>Application for Permit</td>
<td>6</td>
</tr>
<tr>
<td>Fire Safety Permit / Tent Permit Sample</td>
<td>7</td>
</tr>
</tbody>
</table>
I. Introduction

Ramapo College is committed to providing its students, staff, faculty, and guests with a safe environment to learn, live and work. Towards those ends, all fire safety policies and procedures must be strictly followed. Failure to comply may jeopardize the safety and well-being of yourself and your colleagues. In addition, the college, if found to be in violation of the New Jersey Fire Code, may be subject to penalties of up to $5,000.00 per violation per day.

II. Purpose

The aim of the Tent/Canopy Policy is to communicate to all students, faculty, guests and vendors the New Jersey Fire Code safety regulations in connection with the use of tents/canopies.

III. Scope

This policy is applicable to all students, faculty, staff, guests and vendors who use a tent/canopy as defined in the Fire Code.

IV. Definitions

A. Tent. A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air, or the contents that it protects and has 2 or more sidewalls or drops.

B. Canopy. A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air, or the contents that it protects and has 1 or no sidewall or drop.

V. Permit

A NJ State permit must be obtained prior to occupying and/or utilizing a tent/canopy when the following conditions apply:

A. The tent/canopy is not one of the tents/canopies owned by the Ramapo College.
B. The tent/canopy is rented, donated, or borrowed and is larger than 900 square feet or 30 linear feet. (Larger than a 30'x30' tent or equivalent)
C. The tent/canopy is rented, donated, or borrowed and is larger than 16,800 square feet or 140 linear feet. (Larger than a 210' x 80' tent or equivalent)

VI. Procedures

The Event Coordinator is responsible for:

A. Booking the event through Events and Conferences’ RESS System.
B. Submitting to Facilities a Work Order (W.O.) to include the following information:
   1. The RESS system reservation number.
   2. The date and time of the event.
   3. Date and time for the tent/canopy to be erected. Allow time for the state inspection to be conducted prior to the event; inspections usually take place the day before or several hours prior to the event.
   4. Providing the specific location where the tent/canopy is to be erected.

*Note: The locations of tents/canopies are subject to the approval of Facilities in order to protect underground utilities.*
5. Providing the date and time for the tent/canopy is to be removed.
6. Providing on the Application for Permit (see matrix below) the information requested in the above items B 1, 2, 3 and 4.
   C. Following the requirements included on the succeeding matrix.

<table>
<thead>
<tr>
<th>Fire Safety Requirements</th>
<th>College Owned Tents/Canopies</th>
<th>Rented, Borrowed or Donated Tents/Canopies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting an Application for Permit at a minimum of 2 weeks before the event. Application form is located at Fire Safety webpage: <a href="http://ww2.ramapo.edu/ehs/fire-safety.aspx">http://ww2.ramapo.edu/ehs/fire-safety.aspx</a> or contact Dennis Harrington, College Fire Marshal ext. 6252</td>
<td>No. College Fire Marshal obtains annual permit</td>
<td>Yes</td>
</tr>
<tr>
<td>Arrange with Dennis Harrington for State Inspection <strong>BEFORE</strong> the event.</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>2 Portable Fire Extinguishers</td>
<td>Yes. Provided by Facilities; Facilities only provides fire extinguishers for College owned tents/canopies.</td>
<td>Yes. Must be provided by vendor etc.</td>
</tr>
<tr>
<td>No Smoking Signs</td>
<td>Yes. Provided by College Fire Marshal</td>
<td>Yes. Provided by College Fire Marshal</td>
</tr>
<tr>
<td>No Cooking Under Tent Sign</td>
<td>Yes. Provided by College Fire Marshal</td>
<td>Yes. Provided by College Fire Marshal</td>
</tr>
<tr>
<td>Occupancy Sign</td>
<td>Yes. Provided by College Fire Marshal</td>
<td>Yes. Provided by College Fire Marshal</td>
</tr>
<tr>
<td>If tent/canopy is larger than 16,800 square feet, additional lighting is required; contact Dennis Harrington for requirements.</td>
<td>Yes. Contact Facilities concerning additional lighting; Facilities will provide electrical power.</td>
<td>Yes. Must be provided by the vendor etc. Facilities will provide electrical power only.</td>
</tr>
</tbody>
</table>

This process must be repeated for each tent/canopy that you plan to use.

**VII. Additional Safety Essentials of the Policy**

The following are additional fire safety essentials of this policy and shall be followed first and foremost to ensure the safety of the occupants; and to avoid violations and/or penalties to the College.
A. For tents/canopies erected for several days or more, the owner shall conduct a daily inspection of the tent and adjustments to the tension lines, support poles and other safety items made as may be necessary; and a maintenance record shall be kept and available upon request for the state inspector.

B. A Certificate of Flame Resistance in compliance with NFPA 701 must be affixed to the tent/canopy. Note: The tents/canopies owned by the College already have certificates attached.

C. Cooking within most tents/canopies is prohibited; including the College owned tents/canopies. However, there are specific fire code regulations that allow for cooking in qualified tents/canopies that are of considerable height. Contact the College Fire Marshal at x6252 for further guidance.

D. Small commercial sterno cans, used to keep food warm, are permitted inside a tent/canopy without the need of a fire suppression system. Refer to the Sterno Fuel Use Policy at: http://ww2.ramapo.edu/ehs/fire-safety.aspx; or contact the College Fire Marshal x6252 for precautions that may apply.

E. Flammables (other than sterno), combustibles, and smoking are prohibited inside/under a tent/canopy.

F. There should be a minimum clearance of at least 3 feet between the tent fabric and all contents located inside the tent/canopy.

G. Maintain aisles to allow for orderly evacuation. Aisle widths should be a minimum of 36 inches.

H. Compliance with the posted occupancy is mandatory.

I. Gasoline, gas, charcoal or other cooking devices or any other unapproved open flame shall not be permitted inside or located within 20 feet of the tent.

J. Motion pictures shall not be displayed in tents unless the motion picture film is safety film.

K. Spot or effect lighting shall only be by electricity, and all combustible construction located within 6 feet of such equipment shall be protected with approved noncombustible insulation not less than ¼ inch (6mm) thick.

L. The tent manufacturers’ specifications shall be strictly followed in connection with the use of the tent during stormy weather. General guidelines state that tents shall not be occupied during sustained windy conditions that meet or exceed 25 miles per hour. Accordingly, it is the recommendation of the College Fire Marshal that the Event Coordinator make plans with the Office of Events and Conferences for an indoor location when stormy weather is predicted and/or when sustained winds are forecasted to meet or exceed 25 miles per hour.

M. All other requirements as stated in the NJ Fire Code, Chapter 24 shall also apply. Consult with the College Fire Marshal for details.
Completed Applications and a check for the application fee must be mailed to the Bureau of Fire Code Enforcement at least 2 weeks prior to the event date.

Application For Permit

Bureau of Fire Code Enforcement
State of New Jersey
Department of Community Affairs
Division of Fire Safety
101 South Broad Street, P.O. Box 809
Trenton, N.J. 08625-0809

Location Information

<table>
<thead>
<tr>
<th>Municipal Code: 0233-825</th>
<th>Registration No.: 0233-59272-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Ramapo College of New Jersey</td>
<td>Street Address: 505 Ramapo Valley Road</td>
</tr>
<tr>
<td>Municipality: Mahwah</td>
<td>County: Bergen</td>
</tr>
<tr>
<td>State: New Jersey</td>
<td>Zip Code: 07430</td>
</tr>
<tr>
<td></td>
<td>Area Code &amp; Phone No.: 201.684.7500</td>
</tr>
</tbody>
</table>

Applicant Information

<table>
<thead>
<tr>
<th>Applicant’s Name: Dennis Harrington</th>
<th>Applicant’s Home Street Address: 505 Ramapo Valley Road</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipality: Mahwah</td>
<td>County: Bergen</td>
</tr>
<tr>
<td>State: New Jersey</td>
<td>Zip Code: 07430</td>
</tr>
<tr>
<td>Phone No.: 201.684.6252</td>
<td>Fax No.: 201.684.7991</td>
</tr>
</tbody>
</table>

[ X ] Permit requested for the following date(s): May 13, 2011

[ ] Permit requested for one year – Expiration Date: ________________________________

NOTE: Attach additional signed sheet if space is insufficient

The above named applicant hereby requests permission to conduct the following activity at the above location:
To erect: Check either [ ] a Canopy (Tent with no sides covered/enclosed) or [ ] a Tent (with at least 2 sides covered/enclosed) on the Ramapo Campus on the lawn of the band shell. Canopy/Tent will be ready for inspection on May 12 at 10 a.m.

And / or for the storage, occupancy, use, sales, handling or manufacturing of the following:
The Canopy will be used for seating of persons attending commencement ceremony.

State quantities and method for each category or material to be stored or used:
Not Applicable

I hereby acknowledge that the information given is correct, and agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed, and, if not, this permit may be revoked and I will be subject to penalties as provided by law.

Dennis Harrington

College Fire Marshal

April 13, 2011

Applicant’s Signature

Title

Date

See reverse side for information concerning your administrative appeal rights

Make check payable to: Treasurer, State of New Jersey

Application Fee for this Permit is $42.00

Return completed Application and check to Dennis Harrington, Fire Marshal for further processing.

For Official Use Only

Permit Type: [ ] Conditions Imposed [ ] Denied [ ] Approved pending payment of $____ Permit Fee

Inspector ___________________
FIRE SAFETY PERMIT

Registration No: 0233-59272-024-06
Permit Type: TENT
Permit Fee: $42.00
Date of Event: 7/5/2007
Expiration Date: 7/5/2007 Season:
Annual: 0

[ ] If box checked, approval is contingent on adherence with the attached conditions.

[Signature]
Inspector

[Signature]
Supervisor of Inspections

6/28/07
Dale of Approval