

Connecticut College
TENT RULES AND GUIDELINES CHECKLIST

Event: _____ Sponsor: _____ Date: _____

1. Is the tent larger than 100 square feet (10'x10')? <i>If yes, a building permit is required. (A single permit covers multiple tents erected for one event.)</i>	Yes	No
2. Is the tent (or tent compound) larger than 1,200 square feet (30'x40') in total area, or will occupancy exceed 100 persons? <i>If yes to either question, a Fire Marshall inspection is required.</i>	Yes	No
3. Is there a Certificate of Flame Resistance , certifying compliance with NFPA 701, issued by an approved testing organization, permanently affixed to the tent and visible in a prominent location?	Yes	No
4. Are combustible materials treated with an approved fire retardant or not present at all? Combustible trash removed from the tent at least daily?	Yes	No
5. Are " No Smoking " signs conspicuously posted?	Yes	No
6. Are all open flames , or devices or cooking equipment that emits flame, or any flammable or combustible liquids or gas located outside , not closer than 10 feet from the tent? (Case by case exceptions for cooking inside the tent may be granted by the Fire Marshall.) Is there at least one ABC rated fire extinguisher available whenever open flames are present?	Yes	No
7. Is there a minimum clearance of at least 3 feet between the fabric envelop and the inside contents?	Yes	No
8. Are electrical wires, cables and equipment isolated from the public by proper elevation (Minimum of 7 feet) or guarding? Are cables on the ground in areas traversed by the public placed in trenches or protected by approved mats or covers?	Yes	No
9. Are guy wires/tent ropes at a height of at least 7 feet where they may impact on tent exits?	Yes	No
10. Is there a minimum distance of 10 feet between the closest tent stakes of adjoining tents?	Yes	No
11. Are tent stakes fenced off, capped, covered or otherwise protected from becoming a tripping hazard?	Yes	No
12. Based on the anticipated occupant load, is an appropriate number of exits designated, even if it is intended for the tent walls to remain rolled up/unenclosed during the event?	Yes	No
13. Is each exit clearly marked with an "EXIT" sign , with letters at least 6 inches high and with strokes not less than 3/4 inches wide? If the tent is to be occupied after sunset, is the exit sign self-illuminated, or lit by emergency lighting?	Yes	No
14. If the tent is to be occupied after dark, are there an adequate number of battery or generator powered emergency lights ? (A minimum of one emergency light unit per exit.)	Yes	No
15. Are the tent(s) located so as to provide ready access to fire hydrants for Fire Department use, and to provide unobstructed travel to facilitate occupant escape?	Yes	No

Director of Environmental Health & Safety: 439-2252
New London Fire Marshall: 447-5294
New London Building Inspector: 477-5240