SMITH COLLEGE

Events Management Office (EMO)
51 College Lane, Northampton, MA
413-585-2669

TENT & PROPANE POLICIES AND GUIDELINES

TENTS PERMITS AND INSPECTIONS

Smith College is required to secure **permits for all tents** from the City of Northampton as noted in 527 CMR 19.0 “Tentage” in the Massachusetts “Fire Prevention Regulations” and/or 780 CMR 3104.0 “Temporary Structures” in the “Massachusetts State Building Code”. All City and State regulations apply to the usage, safety, and construction of these tents.

If the college, a guest of the college or a service provider rents or constructs a tent which is measuring less than 120 Square feet (sq. ft.), a 10 foot x 12 foot tent, a permit application must be submitted to the Northampton Fire Department by the Facilities Management Environmental Health and Safety Coordinator (EHSC). A fee of $50.00 per tent will be required. All departments requesting tents must provide the EHSC with the accounting information for these charges before the permit will be processed.

If the college, a guest of the college or a service provider rents or constructs a tent or tents connected in excess of 120 sq. ft. a permit application must be submitted to the Northampton Department of Building Inspectors by the EHSC. The permit and inspection fees are dependent on the number of tents and if the tents are connected or not. The fee for one or more connected tent(s) is $25.00; if they are not connected it would be $25.00 per individual tent. Permitting fees must be paid by the EHSC of Facilities Management when submitting the permit application. All departments requesting tents must provide the EHSC with the accounting information for these charges before the permit will be processed.

RESTRICTIONS UNDER TENTS

- By law, under no circumstance is cooking permitted under tents.
- Under no circumstances are propane tanks allowed inside tents.

PROPANE TANKS

Smith College is required to obtain a permit for events that have propane on site when combined tank size(s) totals are over 42 pounds under the Massachusetts Fire Prevention Regulation 527 CMR 6.08 and in some cases permitted under the National Fuel Gas Codes 248 CMR 4.1.

A $50 inspection fee (per location) will be charged by the Northampton Fire Department. Depending on the equipment and/or the size of the propane tank(s) over 20 pounds, the Northampton Plumbing and Gas Inspector will inspect and charge an additional $30.00 permit fee. Permitting fees must be paid by the EHSC of Facilities Management when submitting the permit application. All departments requesting propane tanks must provide the EHSC with the accounting information for these charges before the permit will be processed.

When propane is needed, an approved fueling company must supply the propane to the permitted location.
Smith College Dining Services owns gas cooking grill(s) and they are covered under an annual permit held at Facilities Management.

**FIRE EXTINGUISHERS**

The Northampton Fire Department requires that a fire extinguisher be on site when cooking is performed, or when food is cooked off site and is being warmed for serving. For gas cooking a 10 lb. (dry) ABC fire extinguisher is required, for charcoal cooking a water type fire extinguisher will be required, and for warming food 5 lb. (dry) ABC fire extinguisher will be required (at a minimum). All fire extinguisher(s) must be easily accessible and visible. Fire Extinguishers will be supplied by the EHSC. Outside vendors must provide their own fire extinguisher(s) for all college events. There is no charge for the use of Smith fire extinguishers unless they are discharged for any reason.

**DIG SAFE NOTICE**

Dig Safe must be called by the Events Management Office (EMO) to secure that a dig safe number is assigned to the tent/location before any stakes or pins may be driven into the ground. The Dig Safe inspection is a free service. EMO will provide the assigned Dig Safe number to the grounds department supervisor and to EHSC.

This notice must be given at least two weeks prior to the event through 25Live. The EMO will verify and approve the event.

**WHEN USING SMITH COLLEGE TENTS**

- All requests for Smith Tents are to be requested through 25Live, which will automatically generate work orders in the Facilities work order system, TeamWorks. The work orders will then be assigned to the appropriate Facilities staff for the implementation of the delivery, set-up and breakdown of the requested tents.
- The EMO will call the Grounds Department to communicate that a tent has been requested and requires site approval.
- The EMO will give notice to the EHSC for required permits and inspections.
- The EMO will invoice all external clients for fees and services provided when applicable.

**WHEN RENTING TENTS FROM OUTSIDE VENDORS**

- The department that is requesting the tent must forward a completed and signed requisition to purchasing department containing the location, number of tent(s) being used, size of the tent(s) being rented, the date of the event, and if propane tanks are going to be used. The purchasing department will issue a purchase order (PO).
- The EMO will notify the grounds department and EHSC to contact the Northampton Fire Department and/or Building Inspector for permits and inspection that will be needed.
- The EMO will notify Dig Safe and the Grounds Department.

**WHEN AN EXTERNAL CATERER IS USING (OR RENTING) A TENT**

- All external caterers are required to follow all Smith College, State and City policies, rules and guidelines when using tents, grills and/or propane tanks on the Smith campus. EMO must be contacted prior to an external caterer erecting a tent on Smith College property.
- The Northampton Fire Department has asked that the caterer’s pull their permits directly. A copy of these permits must be provided to the EMO prior to the event.