

TENT & PROPANE POLICIES AND GUIDELINES

TENT PERMITS AND INSPECTIONS

Obtaining permits and inspections for all tents that have total coverage of 120 square feet (single or connected) or more is required. Single tents of less than 120 square feet coverage do not require permit or inspection, however other protocols within this policy may apply. All state and local regulations apply to the use, safety and the construction of these tents. All tents subject to inspection must be fire-rated. The office of Environmental Health and Safety is responsible for scheduling inspections and approved permits for requested tents.

If the College, a guest of the College, or a service provider rents or constructs a tent on campus, it must have a valid permit and inspection in line with the requirements of state and local regulations.

WHENEVER COOKING OUTSIDE, THE NORTHAMPTON BOARD OF HEALTH AND CITY OF NORTHAMPTON REQUIRE THAT THE FOLLOWING GUIDELINES BE ADHERED TO

- A fire-rated tent is required for all cooking outside. Smith tents under our inventory cannot be used as cook tents under any circumstances, and must be rented by an external vendor.
- Only those cooking will be allowed under cook tents.
- All cook tents must be at least 10 feet away from all other structures (i.e. other tents with seating, buildings, sheds, etc.).
- All cook tents must have a barrier blocking others (not cooking) from entering the cook area.
- The Northampton Fire Department must inspect all cooking tents.
- A minimum of a 10 Pound ABC fire extinguisher is required for all cook tents except when cooking with a deep fryer, where a K- Class Fire Extinguisher is also required.
- All equipment utilizing propane (e.g. gas grills, outdoor heaters, etc.) may be subject to inspection by the Northampton Plumbing Inspector.
- Permits are required for events that have propane on site when combined tank size(s) totals over 42 pounds.

TENT REQUESTS AND FEES

- Tented events are subject to approval by the Events Management Office. **Requests need to be submitted at least two weeks in advance. Please submit tent requests to the Events**

Management Office.

- Approved tents placed on Smith College Lawn areas are subject to fees regarding lawn damage. Damage will be assessed by the Smith College Grounds Department and billed accordingly back to the client..
- Departments and external clients are responsible for all fees associated with tent rentals including mandatory permits and inspections.

DIG SAFE NOTICE

- **Notice must be given at least two weeks prior to tent being set up.**
- Dig Safe must be called by EMO staff (1-888-344-7233) to ensure that a Dig Safe number is assigned to the tent/location before any stakes or pins may be driven into the ground. A Dig Safe inspection is a free service.

SMITH COLLEGE DEPARTMENTS ONLY

Requesting Smith College tents:

- **All requests for Smith tents must be made at least two weeks before a tent is needed and requested through 25Live.**
- Facilities Management will forward permitting fee invoices to internal departments for processing.

When an external caterer is using (or renting) a tent:

- All external caterers are required to follow all Smith College, state and local policies, rules and guidelines when using tents, grills and/or propane tanks on the Smith College campus.
- The Northampton Fire Department has asked that external caterers notify them directly every time when a tent will be used for cooking, preparing food and/or serving or seating guests.