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## TENT & PROPANE POLICIES AND GUIDELINES

### TENT PERMITS AND INSPECTIONS

Obtaining permits for all tents set up on the Smith College Campus is required, with the exception of single tents of less than 120 square feet in size. All State and Local regulations apply to the use, safety, and the construction of these tents.

If the college, a guest of the college or a service provider rents or constructs a tent on campus, it must be permitted and inspected.

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

- A fire rated tent is required for all cooking outside.
- 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 kitchen fire extinguisher is required for cook tents.
- All gas grills must be inspected by the Northampton Plumbing Inspector.

### TENTS

**When renting tents from outside vendors:**

The EMO will notify Dining Services and Facilities Management who will notify the Northampton Fire Department, and/or Building Inspector for permits and inspection that will be needed.

**When using Smith College tents:**

All requests for Smith tents must be made at least two weeks before the need 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.

**PROPANE TANKS**

Permits are required for events that have propane on site when combined tank size(s) totals over 42 pounds. Permit fees are set by the City of Northampton.

**FIRE EXTINGUISHERS**

The Northampton Fire Department requires that a kitchen fire extinguisher be on-site when cooking is performed, or when food is cooked off-site and is being heated for serving.

**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