

Safety & Risk Services



THE UNIVERSITY *of*
NEW MEXICO

Tent and Temporary Membrane Structure Application

[UNM Safety & Risk Services](#)

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Tent Application Instructions:

- Fill out application completely.
- Once filled out, hand deliver application to UNM Safety and Risk Services Department for review.
- Attach a detailed plot/site plan showing tent(s) and the surroundings.
- Attach a detailed floor plan for each tent or canopy over 100 square feet.
- All tents and canopies shall have a permanently affixed label bearing the flame resistance information.
- A Final Inspection will have to be conducted prior to tent use confirming the set-up conforms to approved application and plans.

NOTE: If your event has less than four (4) 10x10 pop-up type canopies and is not being used for cooking you do not have to fill out an application. However, you are still required to comply with all other UNM Special Event Policies and Procedures.

TO BE COMPLETED BY APPLICANT

Event Information	
Event Name:	Event Coordinator:
Contact Number:	Contact Email:
Schedule	
Set-Up Date:	Set-Up Time:
Event Start Date:	Event End Date:
Start Time:	End Time:
Move Out Day:	Move Out Time:
Area of Campus for Tent(s) Set-up: _____	
Address: _____	

Tent Information	
Tent Contractor:	Telephone:
Emergency Telephone:	Email Address:
Number of Tent(s) _____	Tent(s) Sizes _____
_____	_____

Use of Tent(s)
What Will your tent(s) be used for:
Assembly Use (10 or more Persons) Yes <input type="checkbox"/> No <input type="checkbox"/> Describe:
Drinking or Dinning Yes <input type="checkbox"/> No <input type="checkbox"/> Describe:
Demonstration of Exhibit Purposes Yes <input type="checkbox"/> No <input type="checkbox"/> Describe:

Cooking	Yes <input type="checkbox"/> No <input type="checkbox"/> Describe Cooking Operation:
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Will Your Tent Have	
Tables & Chairs: Yes <input type="checkbox"/> No <input type="checkbox"/>	Heaters: Yes <input type="checkbox"/> No <input type="checkbox"/>
Platforms: Yes <input type="checkbox"/> No <input type="checkbox"/>	Cooking Equipment: Yes <input type="checkbox"/> No <input type="checkbox"/>
Dance Floor: Yes <input type="checkbox"/> No <input type="checkbox"/>	Generators: Yes <input type="checkbox"/> No <input type="checkbox"/>

Tent Requirements
<u>PLOT/SITE PLAN.</u> A detailed plot/site plan drawing shall be provided to UNM Safety and Risk Services department with the information listed below <u>six week prior</u> to set-up.
<u>CONSTRUCTION DOCUMENTS.</u> Detailed site and floor plan for tents shall be provided with each application for approval. The tent floor plan shall indicate means of egress, seating arrangement, heating and electrical equipment, exit signs, no smoking signs, fire extinguishers, cooking equipment, and exhibits. (IFC 2404.6)
<u>LOCATION.</u> Tents or canopies shall not be located within 20 feet of lot lines, vehicles, or generators. All dimensions shall be indicated on the site plan. (IFC 2403.8)
<u>DISPLAY OF MOTOR VEHICLES.</u> Vehicles and equipment used for display within or near tents shall have batteries disconnected, not exceed a quarter of the fuel tanks capacity or five gallons, whichever is less, and tank openings shall be locked and sealed. Vehicles shall not obstruct the means of egress. (IFC 2404.18)
<u>PROPANE/LP GAS.</u> Propane containers shall not be stored in or located within 10 feet of a tent or canopy in an approved locations. Containers, piping, and valves shall be adequately protected and secured to prevent tampering, and damage from vehicle. Containers shall be securely fastened in place to prevent tipping, falling or unauthorized movement. (IFC 2404.16.)
<u>ANCHORAGE REQUIRED.</u> Tents or Membrane Structures and their appurtenances shall be adequately roped, braced or anchored to withstand the elements of weather and prevent against collapsing. (IFC 2403.9)
<u>AIR INFLATED FUN JUMPS.</u> Air inflated fun jumps shall be approved on the site plan. (IFC 2403.4 and IFC 2403.2)
<u>HEATING & COOKING.</u> All heating, cooking, and warming devices shall be indicated on the floor plan. Cooking appliance approvals shall be granted on a case by case basis. (IFC 2404.15)
<u>COOKING TENTS.</u> If approved, tents used for cooking shall be separated a minimum of 20 feet from other tents or membrane structures. IFC 2404.15.5
<u>OUTDOOR COOKING.</u> Outdoor cooking shall not be performed within 20 feet of a tent or membrane structure. IFC 2404.15.6
<u>VEGETATION AND WASTE</u> Combustible vegetation and waste shall be cleared 30 feet back from tents or canopies. A description of the floor surface surrounding the tent or canopy and the floor within the tent or canopy shall be indicated on the floor plan. (IFC 2404.21)
<u>COMBUSTIBLE MATERIAL</u> Hay, straw, shavings or similar combustible materials shall not be located within any tent or canopy containing an assembly occupancy. (IFC 2404.5)
<u>CLEARANCES</u> There shall be a minimum clearance of 3 feet between tent walls and tent contents. All dimensions shall be indicated on the floor plan. (IFC 2404.11)
<u>GENERATORS</u> All generators shall be isolated from contact with the public by fencing or by other approved means. One 10# / 3A-40BC Fire Extinguisher is required per generator. Generator indications are required on the site plan. (IFC 2404.19)
<u>FIRE EXTINGUISHERS</u> A Fire Extinguisher shall be provided for every 1500 square feet of tent or canopy

space. Travel distance to a Fire Extinguisher shall not exceed 75 feet. Additional Extinguishers may be required based on the hazards. Extinguishers shall be indicated on the floor plan. (IFC 2404.12)
REQUIRED EXITS Equal or greater than: [10-199 persons 2 exits are required] [200-499 persons 3 exits are required] [500-999 persons 4 exits are required] [1000-1999 person 5 exits are required] Exits must be spaced appropriately. (IFC 2403.12)
Minimum Egress Width Exit with will be based on the occupant load but never less than 72 inches.
EXITS Exit openings shall remain open unless covered by a flame resistant curtain and contrasts with the color of the tent and be free sliding on a metal support. Exits and openings shall be indicated on the plans. (IFC 2403.12.3)
EXIT SIGN ILLUMINATION AND EMERGENCY LIGHTING Exit sign illumination and emergency lighting are required when the occupant load exceeds *49*. (IFC 2403.12.6)
EXTENSION CORDS Only approved UL, FM, or NRTL , three prong, grounded extension cords are permitted. Frayed or taped wire is prohibited. (IFC 605.5)
TENT MATERIAL All tent material shall meet “State of California Fire Marshal's Office” standards as per IFC Section 2404.2, NFPA 701, or CPAI-84. (IFC 2404.2)
ACCESS All Fire Hydrants and Fire Department appliances shall be free from obstructions. Fire Department access roads shall be a minimum or 20 feet. (IFC 2403.8.1)
CHAIRS. Non-fixed chairs exceeding 200 shall be fastened together in groups no less than three or securely fastened to the floor. (IFC 1028.12)
INSPECTIONS Inspection times shall be scheduled within four hours of the event opening. All electrical equipment, catering devices, tables, chairs, merchandise etc., shall be set in place prior to inspection.

Disclaimer
<p>The Tent and Membrane Fire Code Sections listed above are most commonly cited code sections and may not include all the code requirements for your set-up or event. The standards specified above are the minimal requirements, which the applicant may exceed. Additional Fire Codes requirements may apply during final inspection for any unforeseeable circumstances. An approved plot/site plan and floor plan does not guarantee final occupancy. A final inspection is required confirming the event matches both the approved plot/site and floor plan(s). You must attached a copy of your plot/site, and floor plans to this application and submit it to the UNM Safety and Risk Department a minimum of six (6) week prior to the event for review and approval. _____ Initials</p>











AFFIDAVIT OF APPLICANT
<p>I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and I have read, understand and agree to abide by the State Fire Code & UNM Policies governing tents and temporary membrane structures on the University of New Mexico Campus. The undersigned hereby acknowledges that all fire and life safety code requirements must be adhered to in order for this application to be accepted.</p>

Applicants Name: _____ Print	Signature: _____
Applicant's Phone # _____	Applicant's Email _____
Applicant's Cell # _____	Date: _____

Safety and Risks Services Department Use Only	
Approved By: _____	Date: _____

Comments:

LEGEND:

 ILLUMINATED EXIT SIGN	 FIRE EXTNGUISHER
 EMERGENCY LIGHTING	 NO SMOKING SIGNS
 COMBINATION UNIT NO SIDE WALL
 EXIT OPENING	———— TENT SIDE WALL
 FIRE HYDRANT	 GENERATOR / MOTOR
 FIRE DEPT CONNECTION	 LIQUEFIED PETROLEUM GAS