



WILLIAM & MARY

CHARTERED 1693

Office of the Chief Facilities Officer
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DIRECTIVE 510

TITLE: Tent, Platform, and Amusement Device Permit Procedures

EFFECTIVE DATE: March 13, 2023

REVISION OF: Directive 510 dated April 14, 2015

- I. Scope:** This directive applies to all William & Mary and Virginia Institute of Marine Science (VIMS) employees and departments that use, erect, contract to erect, or oversee the installation of temporary structures on university property. All temporary structures erected on William & Mary and VIMS property must be maintained in such a way that they do not pose a safety hazard. Events that are utilizing temporary structures must reserve the space that they are using.
- II. Purpose:** Commonwealth of Virginia regulations, William & Mary, and VIMS guidance document require inspection and/or permitting of all temporary structures to include tents, stages, and amusement devices erected on property. The 2021 Statewide Fire Prevention Code (VSFPC), the 2021 Virginia Uniform Statewide Building Code (VUSBC) and the 2018 Virginia Amusement Device Regulations (VADR), have established this policy for issuance of permit. Depending on the type and size of the temporary structure, a written permit may be required by the property or the Commonwealth of Virginia. The type and size of the temporary structure will also determine if a *Tent, Platform, and Amusement Device Permit Application* is required to be submitted to William & Mary Facilities Management. If it is required to submit a *Tent, Platform, and Amusement Device Permit Application*, it must be approved prior to the event.
- III. Policy:**
Permit:

 - The permit application package must be received by William & Mary Facilities Management Work Control at a minimum of 21 business days before the event is scheduled.
 - Work Control will review and submit the package to the state Department of Engineering and Buildings (DEB) for approval and permit issuance.

- Once the permit package has been processed, a Building Permit for Temporary Structure form HECO-A7TMP, will be issued to the applicant and the tent, platform or amusement device may be erected.
- The requesting department or organization will be charged \$300 from their accounting index to cover internal administrative costs and the fee charged by DEB.

Inspection:

- Once the temporary structure is erected, please contact the Fire Safety Officer for coordination of inspections.
- Amusement devices and all tents, regardless of size, occupancy, or location, must be inspected for FIRE SAFETY.
- Any temporary structure using electric power must have an ELECTRICAL INSPECTION.

Tents:

The square footage of the tent will determine the process that the Event Coordinator must observe. For the purpose of calculating size, support ropes, guy wires, water barrels, or any device attached to the tent shall be considered part of the tent. Tents that are erected side by side must have their individual areas added together for the purposes of these guidelines. Tents must be separated by at least 20 feet in order to be considered separated tents. The time requirements for the *Tent, Platform, and Amusement Device Permit Application* submission must be followed in order to issue or facilitate the issuing of permits. The earlier the *Tent, Platform, and Amusement Device Permit Application* is submitted, the easier it will be to address issues that might arise.

A. Tent Size:

- 900 Square feet and less or less than 50 occupants (NO Permit Required): The Event Coordinator must follow the applicable minimum requirements (see below) and must have a Fire Safety Inspection when using and assembling the tent.
- Greater than 900 Square feet or having more than 50 occupants (Permit Required): The Event Coordinator must submit a *Tent, Platform, and Amusement Device Permit Application* to Facilities Management Work Control no later than 21 calendar days prior to the event. The Event Coordinator must have a valid permit and have a Fire Safety Inspection conducted. Please contact the Fire Safety Officer for coordination of inspections.

B. Minimum Requirements: All Tents regardless of size must comply with the following.

- Prior to erecting all tents, the tent vendor shall contact the Miss Utility Hotline (800) 552-7001.
- Provide Miss Utility ticket number for submission with application.

- Be placed at least 20 feet from the exterior of all structures and property lines, unless otherwise approved in writing by DEB.
- Not block:
 - Any means of ingress or egress of other structures,
 - Emergency fire lanes, and
 - Any equipment that pertains or aids in the suppression of a fire (e.g., fire hydrant, fire department connection, or post indicator valve).
- Open flames or cooking devices may not be used under tents. All cooking appliances or open flames to include grills may not be used under tents. All cooking appliances or open flames to include grills may not be used within 20 feet of a tent.
- All tents shall be guyed, supported, braced, and anchored to withstand a minimum 5 psf wind pressure acting away or towards the projected area of the tent.
- All tents are subject to removal by the Event Coordinator, Environmental, Health, and Safety (EH&S), Facilities Management, or vendor in the event that winds exceeding 40 mph are predicted in the vicinity of the tent location.
- All tents must have a Certificate of Flame Resistance conforming to NFPA 701 affixed to each separate panel of the tent.
- Maintain a copy of the Tent Permit (if required) on-site.
- At least one (1) multi-purpose (ABC) fire extinguisher shall be provided in each tent located at the exit. Fire extinguishers may be supplied by EH&S upon request.
- Combustible vegetation (mulch, leaves, tree limbs, etc. but not grass) shall be removed from under the tent and from areas within 30 feet of the tent.
- A minimum distance of 10 feet between stake lines of adjacent tents is required. Tents spaced closer than 10 feet shall use the aggregated area of all tents for permit considerations.
- Minimum aisle width shall be 44 inches where there are more than 50 occupants. Aisle width between table and seating shall be measured 19 inches away from the edge of a table.
- The required widths of exits, aisles, and passageways to a public way (public street/sidewalks) shall be maintained at all times and extend to a public way.
- Each tent shall have a minimum of two (2) exits, each a minimum of 72 inches side. Additional exits shall be provided in accordance with VSFPC Table 4203.12.2 where the occupant load is 200 or greater. Exits shall be evenly distributed around the perimeter, located as approved on the tent permit.
- Exit signs shall be installed at required exits and where otherwise necessary to indicate clearly the direction of egress.
- Where designated exits are required, self-luminous type exit signs are required. The tent vendor should provide this service, however, please contact William & Mary Fire Safety Officer of the VIMS Safety Officer

- for additional information on self-illuminated exit sign.
- Electrical equipment in tents shall be installed and operated in a safe and professional manner and shall be inspected prior to use by a qualified person from Facilities Management. All electrical equipment and exterior lighting shall be properly grounded for the protection of personnel by using an approved Ground-fault Circuit Interrupter (GFCI). Multi-plug adapters, such as cube adapters, and non-fused plug strips are not allowed.
- Additional Regulations may be stipulated in the permit issued by the Commonwealth.

C. **Tent Permit Application Process:** Tents that are erected without an application, associated documentation, and/or permit are prohibited from being occupied and subject to removal. Complete application is to be submitted at least 21 calendar days prior to the event. A complete *Tent, Platform, and Amusement Device Permit Application* package includes:

- *Tent, Platform, and Amusement Device Permit Application* attached to this document.
- William & Mary or VIMS campus map indicating the location of the event.
- Detailed site plan, including method of tie-down and/or anchorage and location and distance of surrounding buildings or structures.
- Detailed floor plan with egress and exits shown (for tents with sidewalls), and furniture/equipment arrangement.
- Tent/Platform/Amusement device vendor contact information.
- Certificate of Flame Resistance conforming to NFPA 701. All tents must have the Certificate of Flame Resistance affixed to each separate tent panel.
- Electrical power requirements, including
 - i. The total number and location of 120-volt, 20-amp outlets needed.
 - ii. Voltage, amperage, and location of any special outlets.
- Miss Utility (811 or 800-552-7001) and Facilities Management Work Control have been contacted and all utilities are marked (only for tents that require stakes to be used for anchoring).
- Submit completed applications attached to work request to Facilities Management (see section F). If the application is approved, a permit will be issued to the Event Coordinator.

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D. **Fire Extinguishers:** A certified fire extinguisher of appropriate size and type is required to be available within 75 feet of any point within a tent. The number

of fire extinguishers is dependent on the size of the tent that is being used. See Table 1, Quantity of Fire Extinguishers Required for further details.

Table 1: Quantity of Fire Extinguishers Required

Tent Size (sq ft.)	Minimum Number of 5-pound ABC Extinguishers
< 200	One is recommended but not required
201-400	1
401-600	2
601-800	3
>800	The maximum travel distance to an extinguisher from any point shall be less than 75 feet

- E. **Means of Egress:** Tents with side walls are required to provide an adequate number of emergency exits. Exits must be distributed evenly around the exterior of the tent, and should meet the requirements of Table 2, Egress Size and Number below:

Table 2: Egress Size and Number

Occupant Load	Minimum Number of Means of Egress	Minimum Width of Means of Egress in Inches
10 to 199	2	72
200 to 499	3	72
500 to 999	4	96
1,000 to 1,999	5	120
2,000 to 2,999	6	120
Over 3,000	Consult with EHS	

- F. **Portable Tent Heaters:** For tents that are enclosed with sides, portable tent heaters may be utilized. Heaters must be forced air heaters with an enclosed flame. The heater unit must be at least 10 feet from the edge of the tent and must not impede egress routes. Propane gas is an acceptable fuel; however, propane cylinders must be properly secured and be at least 10 feet from flammable and combustible substances, including but not limited to, landscaping, décor, furniture, and the tent itself. The cylinder must be properly labeled and have a “No Smoking” sign prominently displayed.

Amusement Devices

All amusement devices must be inspected and permitted prior to use. Inspections of amusement

devices must be performed by the city of Williamsburg. It is the responsibility of the Event Coordinator to ensure that an inspection takes place prior to the event. *Tent, Platform and Amusement Device Permit Application* for amusement devices must be submitted to the Facilities Management Department 21 business days prior to the event.

- A. Requirements for Amusement Devices: A *Tent, Platform and Amusement Device Permit Application* must be submitted for each amusement device.
- A William & Mary or VIMS campus map is required indicating the location of the event, detailed site plan indicating the layout of amusement devices including location of surrounding buildings, tents, stages, and other event equipment.
 - Prior to erecting any amusement device, the device vendor shall contact the Miss Utility Hotline (800) 552-7001 to have all underground utilities marked in the vicinity of the devices proposed location and provide a Miss Utility ticket number for submission with the application.
 - Exit signs shall be installed at required exits and where otherwise necessary to clearly indicate the direction of egress. All devices shall be guyed, supported, braced and anchored to withstand a minimum 5 psf wind pressure acting away or towards the projected area of the device.
 - All amusement devices shall be taken down in the event that winds exceeding 25 mph are predicted in the vicinity of the device location.
 - Electrical equipment for devices shall be installed and operated in a safe and professional manner and shall be inspected prior to use by a qualified person from Facilities Management. All electrical equipment and exterior lighting shall be properly grounded for the protection of personnel by using an approved Ground-Fault Circuit Interrupter (GFCI). Multi-plug adapters, such as cube adapters, and non-fused plug strips are not allowed.
 - Provide a minimum of one operator/attendant for each inflatable device. Provide two operators/attendants for large inflatable devices (greater than 15 feet high).
 - Place and use anchors at each position required by the manufacturer, at all times, for both indoor and outdoor use.
 - Provide copy of manufacturer's instructions for set-up, operation and maintenance on-site.

- Follow installation/operation manual for site layout, inflation procedures, ropes, tethers, tiedowns, anchors, use temperature range, maximum number of users, size of users.
- The design shall be sufficient to allow for evacuation in the event of deflation without entrapment or injury to users.
- All amusement devices erected on the campus of William & Mary or VIMS shall be inspected prior to use. The device vendor shall arrange the inspection with the designated inspector once the amusement device has been erected.
- DO NOT exceed manufacturer's requirements for maximum loads by weight or number of users for individual devices.
- Unload and deflate any inflatable device when wind speed exceeds 25 mph.
- Check that electrical cords, plugs, sockets and switches are not damaged and are properly sized and grounded.
- If electrical generators are used provide ground rods.
- Provide appropriate fences and barriers to control access and by-stander safety.
- Provide appropriate documentation that amusement devices conform to 2018 Virginia Amusement Device Regulations.
- Product catalog data for the platform/amusement device indicating the overall size of tent/platform/amusement device, dimensions and load capacity.
- The amusement device vendor shall provide documentation certifying that devices and any auxiliary equipment comply with the VADR.

Temporary Stages and Platforms

A *Tent, Platform and Amusement Device Permit Application* is required to be submitted to William & Mary Facilities Management for each stage or platform 21 business days prior to the event. A representative from William & Mary Facilities Management will conduct a site safety inspection at least two hours prior to the use of the stage or platform. A *Tent, Platform and Amusement Device Permit Application* for a stage or platform must include:

- William & Mary or VIMS campus map indicating the location of the event.
- Product catalog data for the platform/amusement device indicating the overall size of tent/platform/amusement device, dimensions and load capacity.

- A. Requirements: Platforms shall be in good condition, adequately braced, and anchored to resist the applied loads. The legs of the platform placed on soft soils shall be placed on
- a minimum 6 inch square plywood pad to prevent sinking in the soil.
 - Each platform leg shall be adequately shimmed as required to provide a level and stable performance surface to eliminate tripping.
 - Platforms more than 30 inches in height shall have VUSBC-compliant guards on sides and back of stage.
 - Stages that exceed 4 inches require ADA compliance.
 - Electrical equipment on platforms shall be installed and operated in a safe and professional manner and shall be inspected prior to use by a qualified person from Facilities Management. All electrical equipment and exterior lighting shall be properly grounded for the protection of personnel by using an approved Ground-Fault Circuit Interrupter (GFCI). Multi-plug adapters, such as cube adapters, and non-fused plug strips are not allowed.

Application Submission

All *Tent, Platform and Amusement Device Permit Applications* and associated documentation should be submitted to William & Mary Facilities Management Work Control via the permit application link located on the Facilities website. If you have questions on how to complete an application, please contact the following:

IV. Definitions:

Amusement Device: Any device or structure that is open to students, employees, and visitors by which persons are moved in an unusual manner for entertainment (Virginia Statewide Fire Prevention Code, 2021). This includes, but is not limited to:

- Gravity Rides
- Concession Go-karts
- Inflatable Amusement Devices
- Artificial Climbing Walls
- Bumper Boats
- Bungee Jumping

Devices that are not considered amusement devices include playground or recreational equipment, coin operated rides designed for three or less riders, mechanical bulls, electric trackless trains, and ‘water walking balls’ or ‘euro balls’.

Event Coordinator: The person who is responsible for the venue or event. The Event Coordinator may also serve as the Conference Administration Coordinator, if

they are a William & Mary employee. This person is required to provide their contact information on and serve as the emergency contact for the event.

Temporary Structure: Any structure that can be readily and completely dismantled and removed from the site between periods of actual use and includes amusement devices, tents, stages, and platforms. Structures erected for a period of less than 180 days. (Virginia Statewide Fire Prevention Code, 2021).

Tent: A structure, enclosure, or shelter, with or without side-walls or drops, constructed of a fabric or pliable material supported by any manor except by air or the contents that it protects (Virginia Statewide Fire Prevention Code, 2021). Support ropes and guy wires are included as part of the tent for the purpose of this document.

Stage: A space within a building utilized for entertainment or presentations, which includes overhead hanging curtains, drops, scenery or stage effects other than lighting and sound.


User: Staff person or department responsible for permitted tent, platform or device.

Vendor: Individual or Contractor responsible for supplying and erective permitted tent, platform or device.

Platform: A raised area that is used for worship, the presentation of music, plays or other entertainment; the raised area for lecturers and speakers, or any other similar purposes (Virginia Statewide Fire Prevention Code, 2021).

V. **Approval, amendment, and guidance:**

This policy was approved by the Chief Facilities Officer. The Director of Operations and Maintenance interprets this policy and is directed to review this policy periodically to ensure continued effectiveness.

DocuSigned by:

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Samuel Hayes, III
Chief Facilities Officer
Facilities Management