The following information provides guidance for the use of Hospitality Tents at The University of Texas at Austin.

The following information shall be required to be provided to Fire Prevention Services for review a minimum of ten (10) business days prior to the tent structure being delivered to the site:

1. Contact information including the following:

   A. Contact name.

   B. Department.

   C. Email address.

   D. Telephone number.

2. Start and finish date of the event/activity.

3. A campus map indicating the location the tent will be erected.

4. The size of the tent and the area that it will cover on the premises.
5. A description of the activities that will take place within the tent. (Note – if the event will involve food preparation or serving, contact Environmental Health and Safety (EHS)).

6. Dates of the use period (dates the tent will be erected and dismantled and removed from the site).

7. Construction documents that indicate the structural design loads, flame resistance of the fabric material, electrical installation needs, and heating appliances if required.

8. Documentation from a licensed engineer regarding structural stability.

9. Certification of the flame resistance of the tent fabric material, including names and addresses of the owners of the structure and the date the fabric was last treated with flame-resistant solution.

10. Detailed site and floor plan for each tent that indicates the following:

   A. Means of egress facilities.

   B. Seating capacity.

   C. Seating arrangement.

   D. Location and type of heating equipment (including heat source).

   E. Location and type of electrical equipment.

11. Indicate to the AHJ whether any spot of effect lighting will be provided.

12. Indicate the location, size and type of fire extinguishers that will be provided.

13. Provide a drawing indicating that adequate means of egress illumination and markings will be provided and that they will be visible from all areas within the structure.

The following provides additional information regarding tent and ancillary equipment requirements, etc.:

1. All tents erected for use at the UT Austin Campus shall comply with the requirement of this Standard Operating Procedure.

3. One (1) of the following shall serve as evidence that the tent fabric materials have the required flame propagation performance:

   A. The tent provider shall provide a certificate or other evidence of acceptance by an organization acceptable to the Authority Having Jurisdiction.

   B. The tent provider shall provide a report of tests made by other inspection authorities or organizations acceptable to the authority having jurisdiction.

   C. The tent shall have a label affixed indicating the material has been tested and meets the requirements of NFPA701.

4. Combustible materials such as hay, straw, shavings or other similar materials shall not be located within any tent containing a public assembly.

5. Open flame devices, candles, heating or cooking devices shall not be allowed in tents unless approved by the UT Fire Marshal.

6. Cooking or heating equipment shall not be located within ten (10) feet of an exit from a tent.

7. A fire extinguisher(s) shall be required. One (1) 20A40BC class fire extinguisher shall be provided for every three thousand (3,000) square feet of space with no more than seventy five (75) feet of travel required to reach an extinguisher, regardless of square footage.

8. Generators and other internal combustion power sources shall be separated from tents by a minimum of five (5) feet and shall be isolated from contact with the public by fencing or enclosure or other means approved by the UT Fire Marshal.

9. The common path of travel shall not exceed twenty (20) feet.

10. The dead ends shall not exceed twenty (20) feet.

11. The total travel distance to an exit shall not exceed two hundred (200) feet.

12. Assembly use occupant load factor for concentrated use, without fixed seating, shall be no greater than seven square feet (7sf) per person net, including service staff.
13. Where exit, exit access, or exit discharge is required from a building or portion thereof, such exits, exit accesses or exit discharges shall be remotely located from each other and be arranged to minimize the possibility that more than one has the potential to be blocked by any one fire or other emergency condition. Where two exits, exit accesses, or exit discharges are required, they shall be located at a distance from one another not less than one-half the length of the maximum overall diagonal dimension of the building or area to be served, measured in a straight line between the nearest edges of the exits, exit accesses or exit discharges.

**MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS EGRESS WIDTH FROM TENTS**

<table>
<thead>
<tr>
<th>OCCUPANT LOAD</th>
<th>MINIMUM NUMBER OF MEANS OF EGRESS</th>
<th>MINIMUM WIDTH OF EACH MEANS OF EGRESS (INCHES)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 to 199</td>
<td>2</td>
<td>72</td>
</tr>
<tr>
<td>200 to 499</td>
<td>3</td>
<td>72</td>
</tr>
<tr>
<td>500 to 999</td>
<td>4</td>
<td>96</td>
</tr>
<tr>
<td>1,000 to 1,999</td>
<td>5</td>
<td>120</td>
</tr>
<tr>
<td>2,000 to 2,999</td>
<td>6</td>
<td>120</td>
</tr>
<tr>
<td>Over 3,000</td>
<td>7</td>
<td>120</td>
</tr>
</tbody>
</table>

14. Egress capacity factors shall be based on 0.3 inches width per person for stairs and 0.2 inches width per person for level components and ramps.

15. Any door in a required means of egress from an area having an occupant load of one hundred (100) or more persons shall be permitted to be provided with a latch or lock only if the latch or lock is panic hardware or fire exit hardware.

16. The width of aisles serving seating at tables shall be not less than forty four inches (44 in.) where serving an occupant load exceeding fifty (50).
17. Means of egress, shall be illuminated shall be to values of at least 1 foot-candle (10.8 lux), measured at the floor.

18. Emergency illumination shall be provided for a minimum of 1-1/2 hours in the event of failure of normal lighting. Emergency lighting facilities shall be arranged to provide initial illumination that is not less than an average of 1 foot-candle (10.8 lux) and, at any point, not less than 0.1 foot-candle (1.1 lux), measured along the path of egress at floor level. Illumination levels shall be permitted to decline to not less than an average of 0.6 ft-candle (6.5 lux) and, at any point, not less than 0.06 ft-candle (0.65 lux) at the end of 1-1/2 hours. A maximum-to-minimum illumination uniformity ratio of 40 to 1 shall not be exceeded.

19. Exits shall be marked by an approved sign that is readily visible from any direction of exit access.

20. The finished ground level enclosed by any tent, and the finished ground level for a reasonable distance, but for not less than ten (10) feet outside of such a tent, shall be cleared of all flammable or combustible material or vegetation that is not used for necessary support equipment. The premises shall be kept free from such flammable or combustible materials during the period for which the premises are used by the public.

21. Portable fire extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in such locations in accordance with NFPA 10 and as directed by the authority having jurisdiction.

22. Locate tents a minimum of twenty (20) feet from any existing structure. There shall be a minimum of ten (10) feet between stake lines.

23. A minimum of ten (10) foot separation is required between cooking tents and merchandise tents.

24. Tent exit openings shall remain open unless covered by a flame resistant curtain. The curtain shall be free sliding on a metal support installed a minimum of eighty inches (80 in.) above the floor and no part of the curtain shall obstruct the exit when open.

25. Curtains shall be of a color, or colors that contrasts with the color of the tent.