

TENTS AND CANOPIES

3-11-05

- Tents have side screens and additional exiting requirements
- Tents and canopies 100 square feet (10'x10') or less do not come under these regulations. However, the location of smaller tent/canopies is at the discretion of Park staff. Health Department regulations apply regardless of the size of the tent/canopy.

Tents and canopies are allowed within the City of Rochester Hills Park system under the following rules and regulations:

1. Parks Division Approval

Prior approval by the Parks Division is required for the use of all tent/canopies in the City's parks. This approval must be received in advance of the date tent/canopy use is requested.

2. Building Department Approval

The City of Rochester Hills may require a permit depending on the size, proposed use, and duration of the event. Permitting is done by the City's Building Department. If a permit is required, a site plan must be submitted one week prior to the proposed date. The site plan should include the size and location of the tent/canopy, distance to parked cars and buildings, planned use, electrical information and location of cooking or any other flame source. The Building Department's phone number is (248) 656-4615.

3. Fire Department Approval

An inspection may be required by the City's Fire Department. Inspections must be scheduled three days prior to the proposed date. The Fire Department's phone number is (248) 656-4717.

4. Health Department Approval

If the tent/canopy is to be used for a food concession operation, an Oakland County Health Department food service permit may be required. The phone number for Oakland County Environmental Health is (248) 858-1312.

5. Proof of Reviews

Proof of all required reviews must be supplied to the Parks Division before the scheduled use.

6. Insurance

The City may require insurance. Check with the Parks Division for more information.

7. Flame Retardancy

All tents/canopies shall be made of flame retardant material or shall be made fire retardant in an approved manner. Approved certification shall be submitted to the Parks division. *Uniform Fire Code 3207*

8. Smoking

Smoking is not permitted in tents/canopies. “No Smoking” signs shall be conspicuously posted. ***Uniform Fire Code 3208.1*** (The Parks do not supply these signs for private/rented tents/canopies. These are the responsibility of the user.)

9. Distance to buildings and vehicles

Tents/canopies are required to be a minimum of 20 (twenty) feet from buildings and 30 (thirty) feet from the parking of automobiles. ***Uniform Fire Code 3205***

10. Fire Extinguishers

a. Portable fire extinguishers shall be provided in every tent/canopy as follows:

- Greater than 100 square feet but less than 500 square feet: one (1) 2-A:10-B:C
- 500 – 1,000 square feet: two (2) 2-A:10-B:C
- Each additional 2,000 square feet: one (1) 2-A:10-B:C

b. Fire extinguishers shall be properly mounted AND unobstructed. ***Uniform Fire Code 3209*** (The Parks do not supply fire extinguishers for private/rented tents/canopies. These are the responsibility of the user.)

11. Heating and Cooking

Heating and cooking operations shall not be allowed inside the tent/canopy and shall be separated from the tent/canopy by a minimum of 30 (thirty) feet. ***Uniform Fire Code 3217***

12. Exits

a. Exiting requirements are based on the size and occupant load of the tent (with sides). A minimum of 2 (two) exits – 6 (six) feet wide – is required for all tents. Additional exits, exit signs, and exit illumination may be required. ***Uniform Fire Code 3211.2***

b. Exits shall be spaced approximately equal intervals around the perimeter of the tent, and shall be located such that all points are 100 feet or less from an exit. ***Uniform Fire Code 3211.1***

13. Emergency Access

A 12 (twelve) foot-wide emergency access route around the tent/canopy shall be provided and maintained. ***Uniform Fire Code 3205/Table 3205-A***

If you have any questions about tent/canopy use in the City of Rochester Hills Parks system, please contact our main office at (248) 656-4673.