

TENTS AND CANOPIES
City of Rochester Hills Parks & Natural Resources Department
07/28/2020



- A. Tents and canopies 100 square feet (10'x10') or less with or without side screens/walls do not come under these regulations. However, the following restrictions **DO** apply:
 - The location of smaller tents/canopies is at the discretion of Park staff.
 - A minimum maintenance access route of 12 feet around shall be provided and maintained.
 - No heat source within 30 feet of any tent or canopy is allowed.
 - No electrical/generator use is allowed.
- B. Placing smaller tents/canopies adjacent to each other creates a tent/canopy surface of greater than 100 square feet, **therefore** they come under the rules and regulations listed below.
- C. 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. Insurance
The City may require insurance. Check with the Parks Division for more information.
3. 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.
4. Smoking
Smoking is not permitted in tents/canopies. "No Smoking" signs shall be conspicuously posted. **Note:** The Parks do not supply these signs for private/rented tents/canopies. These are the responsibility of the user.
5. Maintenance Access
An approved 12 (twelve) foot wide maintenance access route around all tents/canopies shall be provided and maintained.
6. Distance to buildings and vehicles
Tents/canopies are required to be a minimum of 20 (twenty) feet from buildings and the parking of automobiles.

7. Fire Extinguishers

- a. A portable fire extinguisher minimum size 2A-10BC, shall be provided in every tent/canopy. Fire extinguishers shall be properly mounted and unobstructed. **Note:** The Parks do not supply extinguishers for private/rented tents/canopies. It is the responsibility of the user.
- b. Tents/canopies over 6,000 square feet require additional fire extinguishers. Contact the Fire Department (248) 656-4717 for information on number and spacing.

8. 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.

9. 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 are required.
- 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. .

10. Building Department Approval

A permit may be required by the City's Building Department. If a permit is required, an application must be submitted at least two weeks prior to the proposed date. The Building Department's phone number is (248) 656-4615. See #13, Proof of Approvals, below.

11. Fire Department Approval

An inspection may be required by the City's Fire Department. Inspections must be scheduled at least one week prior to the proposed date. The Fire Department's phone number is (248) 656-4717. See #13, Proof of Approvals, below.

12. 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. See #13, Proof of Approvals, below.

13. Proof of Approvals

Proof of all required approvals must be supplied to the Parks Division at least three days prior to the scheduled use.

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.

Web site: www.rochesterhills.org