

## **CAMPUS TENT AND CANOPY USE POLICY**

### **POLICY PURPOSE**

The purpose of this policy is to set forth guidelines on the use of tents and canopies on Farmingdale State College's campus.

### **PERSONS AFFECTED**

Faculty, Staff, Students, Third Parties

### **POLICY STATEMENT**

Farmingdale State College is committed to keeping students, staff, and visitors safe while on campus and is required to comply with the Fire Code of New York State. It is expected that the most recent Fire Code of NYS will be strictly followed when assembling and utilizing canopies and tents on campus. As defined below, a tent is considered an enclosed structure, whereas a canopy is a structure without sidewalls on 75 percent or more of its perimeter.

Prior to erecting tents or canopies that are 400 square feet or larger, a request must be submitted to and approved by Events Management. Prior to approval, the requests will be reviewed by the Fire Marshal. Tents and canopy requests may be denied based on facility or resource limitations or violations of NYS Fire Code. Tents smaller than 400 square feet are prohibited from being erected, unless approved according to the [Camping on Campus Policy](#).

The Fire Marshal has the authority to approve or deny a tent or canopy request; is responsible for performing safety inspections and reviewing construction documents; and has stop/closure authority given by the state of NY per the NYS Fire Prevention and Building Code. All faculty, staff, students and third parties are expected to comply with this policy and safety requests by the Fire Marshall.

No canopy or tent can be located within 50 feet of lot lines, buildings, parked vehicles or other internal combustion engines. All canopies and tents must be secured according to the manufacturer's specifications and able to withstand specific weather conditions covered in the NYS Fire Code. For the purposes of required distances, support ropes and guide wires shall be considered as part of the tent or canopy.

On all sides of any tent or canopy, there must be an unobstructed passageway or fire road not less than 12 feet wide free from guide wires, ropes and other obstructions to allow for fire department access unless approved by the Fire Marshal. All egress paths, including exits, exit access, and exit discharge, must be continuously maintained free from obstructions and impediments to immediate use in the event of an emergency.

Smoking and open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall not be permitted inside or located within 20 feet of the tent or canopy. Smoking and cooking in, under, or within 20 feet of the tent or canopy is also prohibited.

Electrical and wiring used in tents or canopies must be certified by a safety organization, such as UL (Underwriters Laboratories) or ETL (Electrical Testing Laboratories), and clearly marked as suitable for outdoor use. Spot or effect lighting used in tents or canopies shall only be by electricity, and all combustible construction located within 6 feet of the lighting shall be protected by approved noncombustible insulation as outlined in the NYS Fire Code.

The Fire Marshal is required to inspect all tents and canopies that are 400 square feet or larger. Upon inspection, the Fire Marshal will require a copy of the fire-retardant certificate issued by the manufacturer.

## Procedures

1. Third Parties seeking to use tents or canopies, 400 square feet or larger, on campus must complete the [External Request Form](#) with the Office of Events Management 6 weeks prior to erecting the structure.
2. Faculty and staff seeking to use tents or canopies, 400 square feet or larger, on campus must complete the [Internal Request Form](#) with the Office of Events Management 2 weeks prior to erecting the structure. Students seeking to use tents or canopies on campus must reserve space through their [RamCentral Portal](#).
3. Usage of tents and canopies must comply with the most recent Fire Code of NYS.
4. Unless Facilities Operations is supplying the tent or canopy, a detailed site and floor plan for tents and canopies with an occupancy load of 50 or more must be provided with each application for approval. The floor plan shall include details of means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.
5. The Fire Marshal will notify the requestor if the request was denied.
6. The Fire Marshal will inspect all tents and canopies covering an area of 400 square feet or larger prior to occupancy and use.
7. The Fire Marshal will require a copy of the fire-retardant certificate issued by the manufacturer.
8. Once approved, the Fire Marshal will issue a permit for the tent or canopy that is 400 square feet or larger.
9. Unless approved by the Events Management Office or by the Fire Marshal, all tents and canopies can only be assembled for 24 hours. Tents in use for 30 days or more shall be re-inspected bi-weekly.

## Definitions

**Canopy:** a structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without side walls or drops on 75 percent or more of the perimeter.

**Tent:** a structure, enclosure or shelter constructed of any material, including but not limited to fabric or pliable materials supported by any manner, except by air or the contents it protects.

## RELATED DOCUMENTS

[Camping on Campus Policy](#)

[Fire Code of New York State](#)

[SUNY Policy 3653 - Rules for the Maintenance of Public Order](#)

[SUNY Policy 5607 - Commercial Use Policy](#)

[SUNY Policy 5603 - Use of Facilities by Non-Commercial Organizations](#)

**RESPONSIBLE OFFICE**

Facilities Operations

**POLICY HISTORY**

Date of Approval: 2/4/2025