Graduation and Prom Tent Requirements

The Fire Code (FC) as promulgated by the NYS Department of State, requires that tents that meet certain criteria and receive permits from NYSED.

Criteria for submission:

- Tents greater than 400 SF must be submitted for a permit and comply with Fire Code Chapter 31 (see exceptions)

The following documents are required:

1. Letter of Intent (LOI) for a temporary quarters (TQ)
2. Facilities Planning Form FP-AU
3. Site and Floor plans drawn to scale, dimensioned and signed & sealed by an architect or engineer.
4. Means of egress indicated - see FC Table 3103.12.2
5. Seating plan, Fire extinguisher locations
6. Exit signs
7. Tent canopy, in accordance with FC 3104: fabric tested to NFPA 701..
8. Compliance of flame propagation performance. FC 3104.4
9. Outdoor Assembly Event - comply with FC 3106.
10. Fire Safety Inspection Report submitted to SED prior to occupancy.