



City of Artesia
511 W. Texas
P.O. Box 1310
Artesia, NM 88211-1310

City of Artesia

APPLICATION FOR PUBLIC EVENT

NOTE: Acceptance of this application by the City of Artesia does **NOT** indicate or guarantee approval of the application or the dates requested. City staff will review each application. Additional information may be requested by City personnel prior to submittal of the application to the City Council for consideration.

No statement made by City staff or elected official prior to consideration by the City Council shall obligate the City of Artesia in any manner. Approval by City Council is contingent upon all requirements, payment of fees, and Public Safety discretion and approval. No guarantee of sole use of park or City property.

NAME OF EVENT: _____

NAME OF SPONSORING ORGANIZATION: _____

NAME OF PERSON COMPLETING APPLICATION: _____

POINT OF CONTACT: _____ TELEPHONE: _____

CELL PHONE #/EMERGENCY CONTACT (two individuals): _____

ADDRESS: _____
Street City State Zip Code

DATES OF EVENT: _____

LOCATION OF EVENT: _____
(If event will have multiple activities & locations, list on separate sheet)

ANTICIPATED # OF EXHIBITORS: _____ TIME OPEN TO THE VENDORS: _____

ANTICIPATED # OF VISITORS: _____ TIME OPEN TO THE PUBLIC: _____

CLOSING TIME: _____

LAST EVENT SPONSORED BY ABOVE REFERENCED INDIVIDUAL AND/OR ORGANIZATION:

DATE OF LAST EVENT SPONSORED: _____



City of Artesia
511 W. Texas
P.O. Box 1310
Artesia, NM 88211-1310

This application form was designed for use by applicants for various types of events. Please answer all questions; you may attach additional pages if necessary.

1. Describe the type of event and how this event will benefit the community. _____

2. What is expected traffic pattern for event? **Attach the site map indicating location of each activity/vendor(s), fire lanes, garbage receptacle and porta potties.** _____

3. Describe how sanitation control (garbage & restrooms) will be provided and maintained.

4. Describe how public safety, traffic and crowd control will be provided (Events that are held during daylight hours will not be required to have security personnel present. Events that are held after nightfall will be required to have a total of two bonded security personnel present. Carnivals are required to have four bonded security personnel present at all times. The Artesia police Department will track public safety response within ½ mile radius from event to determine future security requirements. If public safety responds to 3 or more calls related to the event, future security requirements will be increased). _____

5. How many participants and visitors are anticipated and where will parking be provided.



City of Artesia
511 W. Texas
P.O. Box 1310
Artesia, NM 88211-1310

6. How have parking impacts and street closures been coordinated with the neighbors (residential and/or business)? _____

7. Describe how fire lanes will be identified and kept open. _____

8. Will the event require the closure of any street or alley? If so, list street name(s) with date and time of requested closure. (**City Personnel are not responsible for setting up and taking down of the barricades or equipment for the event.** Note: City Personnel must have 48 hours notice on placement of equipment.) _____

9. If any event activity or vendor requires electrical connections or other accommodation to operate, indicate location and how you anticipate meeting their needs (All vendors will be required to pass inspection prior to operating and must provide proof of all applicable licenses. City of Artesia is not responsible for damage to any of applicant or vendors equipment). _____

10. How will the event area be cleaned before, during and after the event? _____

11. When specifying location of event activity/vendor(s), do you anticipate utilizing any area not owned or managed by the City of Artesia? Yes No If yes, **the owner/manager of subject property must complete and sign** the following:

Name of property owner: _____

Authorizing authority: _____ Title: _____

Address: _____ Telephone: _____

Signature of authorizing authority: _____



City of Artesia
511 W. Texas
P.O. Box 1310
Artesia, NM 88211-1310

A. If the City of Artesia approves this application for public event, will your organization grant permission for the sponsoring organization to use your property on the dates specified, for the purpose and activities described in this application? Yes No

If yes, please complete the following:

B. Are there any limitations or restrictions on use of your property? Yes No

If yes, please describe in detail _____

C. Do you require the event sponsor to list you as an Additional Named Insured and provide an insurance certificate to your organization prior to the event date? Yes No

If yes, please indicate coverage limits you require for general liability, property damage and/or personal injury _____

12. If nature of this event requires event workers to stay overnight (such as carnival or other event workers) where and how do you anticipate providing their lodging? If you anticipate utilizing private property(s) for lodging or other purposes, **the owner of the subject property(s) must complete and sign** the following:

Name of property owner: _____

Authorizing authority: _____ Title: _____

Address: _____ Telephone: _____

Signature of authorizing authority: _____

A. Are there any limitations or restrictions on use of your property? Yes No

If yes, please describe in detail: _____

B. Do you require the event sponsor list you as an Additional Named Insured and provide an insurance certificate to your organization prior to the event date? Yes No

If yes, please indicate coverage limits you require for general liability, property damage and/or personal injury _____



City of Artesia
511 W. Texas
P.O. Box 1310
Artesia, NM 88211-1310

C. How will use of your property by event workers impact neighboring property owners?
Describe steps that will be taken to mitigate any adverse impact(s) _____

13. Please provide any other information, which you believe, will assist the City in the review process: _____

14. By signing this form, I/We understand and agree to clean the facility I/We plan to use.

15. Will food vendors be present at your event?

FOOD VENDOR REQUIREMENTS:

- (A) One Serviceable 10lb Dry Chemical (Type A, B, C) extinguisher on hand.
Extinguisher should be readily available at each location.
- (B) All electrical extension cords must be a minimum of 12/3, UL approved outdoor type extension cords. No "daisy chains" with the use of extension cords will be allowed.
Access to the extension cords must be isolated from public traffic.
- (C) ANY flammable fuel (propane, butane, gasoline/diesel for generators only) must be stored in an approved container, and a minimum separation distance of 35ft from any open flame will be required for storage of all fuel.

16. Will a tent or shelter be set-up? Yes No If yes, complete the Canopy Tent Permit

17. Will a grill be used? Yes No

18. Will Inflatable Games be used? Yes No If yes, complete Inflatable Games Permit

19. INSURANCE REQUIREMENTS: Sponsoring organization must provide to the office of the City Clerk/Finance Director an insurance certificate, 10 days prior to event, with the City of Artesia, New Mexico and other applicable parties shown as Additional Named Insured. Minimum coverage to be as follows: \$1,000,000 Liability; \$1,000,000 Bodily Injury.

Can you provide this Insurance Certificate? Yes No

Signature of applicant: _____

Date: _____



City of Artesia
511 W. Texas
P.O. Box 1310
Artesia, NM 88211-1310

CITY OF ARTESIA APPLICATION FOR PUBLIC EVENT ADDITIONAL REQUIREMENTS

NOTE: NO ALCOHOLIC BEVERAGES WILL BE SERVED ON CITY PROPERTY

REQUIREMENTS: (Fees must be paid in advance of use upon Council approval)

___ BARRICADES (\$30 per location)

___ CONES - \$5.00 per 10 cones

___ LARGE POWER SUPPLY – 1 available (Jaycee and Roberts Park) \$50

___ SMALL POWER SUPPLY – 3 available (Jaycee and Roberts Park) \$35

___ EXTRA DUMPSTERS - \$25 each

___ POLICE ASSISTANCE (Applicable fees applied)

___ STANDBY FIRE/AMBULANCE (\$145 first hour, \$108 second hour, and \$27 each fraction thereof)

___ CITY PERSONNEL ASSISTANCE (Applicable fees applied) Detailed description of services requested must be listed below in miscellaneous

\$ _____ **TOTAL COST FOR USE OF FACILITIES (There will be a \$200 cap on fees) (Cap excludes Police/Fire/Ambulance/City Personnel Service Fees)**

APPROVAL CONTINGENT UPON RECEIPT OF ALL APPLICABLE FEES, LICENSE (S) AND DEPT APPROVALS

***CITY PERSONNEL ARE NOT RESPONSIBLE FOR SETTING UP AND TAKING DOWN OF THE BARRICADES OR EQUIPMENT FOR THE EVENT**

****IF REQUESTING A WAIVER OF FEES, THE SPONSORING AGENCY MUST BE A GOVERNMENT ENTITY AND MUST SIGN BELOW STATING THAT THEY ARE THE SPONSORING AGENCY**

_____ (Signature of Government Entity Representative and Name of Entity)

MISCELLANEOUS:



City of Artesia
511 W. Texas
P.O. Box 1310
Artesia, NM 88211-1310

CARNIVAL RIDES/INFLATABLE GAMES PERMIT

Per the State of New Mexico Regulation & Licensing Department Carnival Ride Insurance Program, all rides, as described by this program must be inspected, and certified annually.

No carnival ride/inflatable games can be operated before being certified by the New Mexico Carnival Ride Insurance Administrator.

State of New Mexico Regulation and Licensing Department

2550 Cerrillos Road, 3rd Floor, Santa Fe, NM 87505

Phone: (505) 476-4853 Office Hours: 8:00 AM – 5:00 PM

A copy of General Liability Insurance in the amount of \$1,000,000 naming the City of Artesia as an additional insured.

Carnival Ride Insurance Program Certificate Issued by the NM Regulation & Licensing Department

I hereby understand that in order to utilize Inflatable Games, I have provided the items described above before occupying and/or utilizing the City Facilities and Premises.

I have read the foregoing and fully understand that this is a binding Agreement between the undersigned and the City of Artesia.

Printed Name

Signature

Date



NEW MEXICO REGULATION AND LICENSING DEPARTMENT
CARNIVAL RIDE INSURANCE PROGRAM
2550 CERRILLOS ROAD, 3RD FLOOR
SANTA FE, NEW MEXICO 87505

TELEPHONE: (505) 476-4853 • FAX: (505) 476-4619

http://www.rld.state.nm.us/construction/Carnival_Ride_Insurance_Program.aspx

CARNIVAL RIDE INSURANCE SAFETY PROGRAM
STATE OF NEW MEXICO
CONTINUOUS AIRFLOW INFLATABLE AMUSEMENT SAFETY
STANDARDS AND GUIDELINES

Portable, or air supported amusement rides, have become a common and popular form of entertainment for children in the Amusement Ride Industry. These portable, or air supported amusement rides, have alternative names or identifications, such as "Funhouses" or "Jump houses", but amount to a structural and mechanical system that employs a high-strength fabric or treated surface that achieves its strength, shape or stability by pre-tensioning the structure with internal air pressure or inflation.

The Regulation and Licensing Department is providing Notice that portable or Air Supported amusement rides are subject to the requirements of the Carnival Ride Insurance Act and are also subject to common sense standards or guidelines, to ensure public safety and confidence in ride operation. These safety standards and guidelines are as follows:

1. **Anchors**: Anchoring Inflatable amusement rides are required to be anchored per manufacturer's specifications, which includes all anchor points, unless otherwise designated and approved by the inflatable amusement manufacturer. Remember to secure with stakes, weight or an anchoring devise that meets, or exceeds, the requirements of the manufacturer, whether for indoor or outdoor operation.
2. **Tethering devises**: Inflatable Amusements are required to be tethered as per manufacturer's specifications or directions. Tethering includes securing the inflatables at all elevated points where a tether can be attached to the outside of the inflatable.
3. **Take into account hazards or dangers**: Inflatable amusement operations, whether indoors or outdoors, must take into account all hazards or dangers, whether manmade or naturally occurring circumstances. Inflatable amusements should not be set-up where there are overhead power lines or there is danger in the inflatable amusement operation due to fire or electrical shortages, or overloads, regarding cord, plug, wiring or improper electrical grounding procedures. Natural hazards due to high velocity winds, or other severe inclement weather consideration, must be factored into the inflatable amusement operation to avoid unstable, or even "fly away", inflatable amusement operations, where the incident of injury or harm to others is present.
4. **Maintenance**: Inflatable amusement operation must be free of rips, tears, separation or torn seams, or damage or impairment to blowers, baffles or to inflation tubes and are to be otherwise in good working order. In particular, attention should be directed to repairing or replacing worn or torn slide surfaces or at portable impact surface points, especially at entrance or exit locations.

Questions regarding the safe operation of inflatable amusement rides should be directed to the Program Administrator, Regulation and Licensing Department, at (505) 476-4853, or via email at paulina.robinson@state.nm.us.



Artesia Fire Department

3300 W. Main Street – Suite F
Artesia, NM 88210
(575) 746-5051

Application for

Canopy Tent Event Permit

Permit No. _____

A SITE PLAN IS REQUIRED SHOWING WHERE THE TENT/EVENT WILL BE SET UP AND ALSO THE DIMENSIONS OF THE TENT

IF YOU ARE LEASING YOUR BUSINESS SPACE, WRITTEN PERMISSION FROM YOUR LANDLORD IS REQUIRED.

TENTS OR CANOPIES IN EXCESS OF 400 SQUARE FEET SHALL REQUIRE A PERMIT AND AN INSPECTION BY A FIRE OFFICIAL.

APPLICANT _____ PHONE # _____

ADDRESS _____

REASON FOR TENT/EVENT/CANOPY _____

DATES: FROM _____ TO _____

HOURS OF OPERATION _____

WILL FOOD BE COOKED OR SERVED? _____ YES _____ NO

WILL THERE BE ELECTRICITY REQUIRED? _____ YES _____ NO
(Exterior grade extension cords are required for any use outside)

SIGNATURE OF OWNER/AGENT _____

Permit Granted
Permit Denied

Date Permit Issued _____ Issued By _____
Remarks _____

Canopy / Tent Requirements

Provide the following information to the Fire Department before a permit can be issued:

- A site plan drawn to scale showing the location and size of the canopy / tent in regards to the building and other canopies / tents. The tent shall not obstruct any accessible parking spaces, fire lanes, fire hydrants or fire department connections.
- A flame resistant certificate per NFPA 701 or ASTM E 84 by an acceptable testing laboratory.
- A note on the submitted plans stating, “No smoking, no fireworks, no open flames or devices emitting open flame or fire will be used in the canopy / tent.”
- A note on the submitted plans stating “a 4A 60BC fire extinguisher (or equivalent) will be provided and mounted no higher than 48” above finished floor to the handle.”
- Number (#) of canopies / tents and their sizes.
- If you are using a tent with the side down, defined exits shall be required to be shown on the plans based on the number of attendants.
- Occupant load signs will be printed by the Fire Department and placed at the tent entrances / exits.

All Canopy/Tents Shall comply with Chapter 31 of the 2021 International Fire Code. Chapter 31 has been attached below for your reference.

CHAPTER 31

TENTS, TEMPORARY SPECIAL EVENT STRUCTURES AND OTHER MEMBRANE STRUCTURES

User note:

About this chapter: Chapter 31 provides requirements that are intended to protect temporary as well as permanent tents and air-supported and other membrane structures and temporary stage special event structures from fire and similar hazards. The provisions regulate structure location and access, anchorage, egress, heat-producing equipment, hazardous materials and operations, combustible vegetation, ignition sources, and waste accumulation. This is accomplished through requiring regular inspections and certifying continued compliance with fire safety regulations. This chapter also addresses outdoor assembly events, which are not limited to those events with tents or other membrane structures, but are regulated due to the number of people, density of those people and hazards associated with large outdoor events related to egress, fire hazards from cooking and other related concerns.

SECTION 3101 GENERAL

3101.1 Scope. *Tents*, temporary special event structures and *membrane structures* shall comply with this chapter. The provisions of Section 3103 are applicable only to temporary *tents* and *membrane structures*. The provisions of Sections 3104 and 3106 are applicable to temporary and permanent *tents* and *membrane structures*. The provisions of Section 3105 are applicable to temporary special event structures. The provisions of Section 3106 are applicable to outdoor assembly events. Other temporary structures shall comply with the *International Building Code*.

SECTION 3102 DEFINITIONS

3102.1 Definitions. The following terms are defined in Chapter 2:

AIR-INFLATED STRUCTURE.

AIR-SUPPORTED STRUCTURE.

MEMBRANE STRUCTURE.

TEMPORARY SPECIAL EVENT STRUCTURE.

TENT.

SECTION 3103 TEMPORARY TENTS AND MEMBRANE STRUCTURES

3103.1 General. *Tents* and *membrane structures* used for temporary periods shall comply with this section and Section 3106. Other temporary structures erected for a period of 180 days or less shall comply with the *International Building Code*.

3103.2 Approval required. *Tents* and *membrane structures* having an area in excess of 400 square feet (37 m²) shall not be erected, operated or maintained for any purpose without

first obtaining a permit and approval from the *fire code official*.

Exceptions:

1. *Tents* used exclusively for recreational camping purposes.
2. *Tents* open on all sides that comply with all of the following:
 - 2.1. Individual *tents* having a maximum size of 700 square feet (65 m²).
 - 2.2. The aggregate area of multiple *tents* placed side by side without a fire break clearance of 12 feet (3658 mm), not exceeding 700 square feet (65 m²) total.
 - 2.3. A minimum clearance of 12 feet (3658 mm) to all structures and other *tents*.

3103.3 Outdoor assembly event. For the purposes of this chapter, an outdoor assembly event shall include a circus, carnival, tent show, theater, skating rink, dance hall or other place of assembly in or under which persons gather for any purpose.

3103.3.1 Special amusement area. *Tents* and other *membrane structures* erected as a special amusement area shall be equipped with an *automatic sprinkler system* in accordance with Section 914.7.1.

3103.4 Permits. Permits shall be required as set forth in Sections 105.5 and 105.6.

3103.5 Use period. Temporary *tents*, air-supported, air-inflated or tensioned *membrane structures* shall not be erected for a period of more than 180 days within a 12-month period on a single premises.

3103.6 Construction documents. A detailed site and floor plan for *tents* or *membrane structures* with an *occupant load* of 50 or more shall be provided with each application for approval. The *tent* or *membrane structure* floor plan shall indicate details of the *means of egress* facilities, seating capacity, arrangement of the seating and location and type of

TENTS, TEMPORARY SPECIAL EVENT STRUCTURES AND OTHER MEMBRANE STRUCTURES

heating and electrical equipment. The *construction documents* shall include an analysis of structural stability.

3103.7 Inspections. The entire *tent*, air-supported, air-inflated or tensioned *membrane structure* system shall be inspected at regular intervals, but not less than two times per permit use period, by the permittee, *owner* or agent to determine that the installation is maintained in accordance with this chapter.

Exception: Permit use periods of less than 30 days.

3103.7.1 Inspection report. Where required by the *fire code official*, an inspection report shall be provided and shall consist of maintenance, anchors and fabric inspections.

3103.8 Access, location and parking. Access, location and parking for temporary *tents* and *membrane structures* shall be in accordance with this section.

3103.8.1 Access. Fire apparatus access roads shall be provided in accordance with Section 503.

3103.8.2 Location. *Tents* or *membrane structures* shall not be located within 20 feet (6096 mm) of *lot lines*, buildings, other *tents* or *membrane structures*, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary *membrane structure* or *tent*.

Exceptions:

1. Separation distance between *membrane structures* and *tents* not used for cooking is not required where the aggregate floor area does not exceed 15,000 square feet (1394 m²).
2. *Membrane structures* or *tents* need not be separated from buildings where all of the following conditions are met:
 - 2.1. The aggregate floor area of the *membrane structure* or *tent* shall not exceed 10,000 square feet (929 m²).
 - 2.2. The aggregate floor area of the building and *membrane structure* or *tent* shall not exceed the allowable floor area including increases as indicated in the *International Building Code*.
 - 2.3. Required *means of egress* are provided for both the building and the *membrane structure* or *tent* including travel distances.
 - 2.4. Fire apparatus access roads are provided in accordance with Section 503.

3103.8.3 Location of structures in excess of 15,000 square feet in area. *Membrane structures* having an area of 15,000 square feet (1394 m²) or more shall be located not less than 50 feet (15 240 mm) from any other *tent* or structure as measured from the sidewall of the *tent* or *membrane structure* unless joined together by a corridor.

3103.8.4 Membrane structures on buildings.

Membrane structures that are erected on buildings, balconies, decks or other structures shall be regulated as permanent *membrane structures* in accordance with Section 3102 of the *International Building Code*.

3103.8.5 Connecting corridors. *Tents* or *membrane structures* are allowed to be joined together by means of corridors. *Exit* doors shall be provided at each end of such corridor. On each side of such corridor and approximately opposite each other, there shall be provided openings not less than 12 feet (3658 mm) wide.

3103.8.6 Fire break. An unobstructed fire break passageway or fire road not less than 12 feet (3658 mm) wide and free from guy ropes or other obstructions shall be maintained on all sides of all *tents* and *membrane structures* unless otherwise *approved* by the *fire code official*.

3103.9 Structural stability and anchorage required. *Tents* or *membrane structures* and their appurtenances shall be designed and installed to withstand the elements of weather and prevent collapsing. Documentation of structural stability shall be furnished to the *fire code official*.

3103.9.1 Tents and membrane structures greater than one story. *Tents* and *membrane structures* exceeding one story shall be designed and constructed to comply with Sections 1606 through 1609 of the *International Building Code*.

3103.9.2 Tents and membrane structures greater than 7,500 square feet. *Tents* and *membrane structures* greater than 7,500 square feet (697 m²) shall be designed and constructed to comply with Sections 1606 through 1609 of the *International Building Code*.

3103.9.3 Tents and membrane structures with an occupant load greater than 1,000. *Tents* and *membrane structures* with an occupant capacity greater than 1,000 persons shall be designed and constructed to comply with Sections 1606 through 1609 of the *International Building Code*.

3103.10 Temporary air-supported and air-inflated membrane structures. Temporary air-supported and air-inflated *membrane structures* shall be in accordance with Sections 3103.10.1 through 3103.10.4.

3103.10.1 Door operation. During high winds exceeding 50 miles per hour (22 m/s) or in snow conditions, the use of doors in air-supported structures shall be controlled to avoid excessive air loss. Doors shall not be left open.

3103.10.2 Fabric envelope design and construction. Air-supported and air-inflated structures shall have the design and construction of the fabric envelope and the method of anchoring in accordance with Architectural Fabric Structures Institute FSAAS.

3103.10.3 Blowers. An air-supported structure used as a place of assembly shall be furnished with not less than two blowers, each of which has adequate capacity to maintain full inflation pressure with normal leakage. The design of the blower shall be so as to provide integral limiting pressure at the design pressure specified by the manufacturer.

TENTS, TEMPORARY SPECIAL EVENT STRUCTURES AND OTHER MEMBRANE STRUCTURES

3103.10.4 Auxiliary inflation systems. Places of public assembly for more than 200 persons shall be furnished with an auxiliary inflation system capable of powering a blower with the capacity to maintain full inflation pressure with normal leakage in accordance with Section 3103.10.3 for a minimum duration of 4 hours. The auxiliary inflation system shall be either a fully automatic auxiliary engine-generator set or a supplementary blower powered by an internal combustion engine that shall be automatic in operation. The system shall be capable of automatically operating the required blowers at full power within 60 seconds of a commercial power failure.

3103.11 Seating arrangements. Seating in *tents* or *membrane structures* shall be in accordance with Chapter 10.

3103.12 Means of egress. *Means of egress* for temporary *tents* and *membrane structures* shall be in accordance with Sections 3103.12.1 through 3103.12.8.

3103.12.1 Distribution. *Exits* shall be spaced at approximately equal intervals around the perimeter of the *tent* or *membrane structure*, and shall be located such that all points are 100 feet (30 480 mm) or less from an *exit*.

3103.12.2 Number. *Tents* or *membrane structures* or a usable portion thereof shall have not less than one *exit* and not less than the number of *exits* required by Table 3103.12.2. The total width of *means of egress* in inches (mm) shall be not less than the total *occupant load* served by a *means of egress* multiplied by 0.2 inches (5 mm) per person.

3103.12.3 Exit openings from tents. *Exit* openings from *tents* shall remain open unless covered by a flame-resistant curtain. The curtain shall comply with the following requirements:

1. Curtains shall be free sliding on a metal support. The support shall be not less than 80 inches (2032 mm) above the floor level at the *exit*. The curtains shall be so arranged that, when open, no part of the curtains obstructs the *exit*.
2. Curtains shall be of a color, or colors, that contrasts with the color of the *tent*.

3103.12.4 Doors. *Exit* doors shall swing in the direction of *exit* travel. To avoid hazardous air and pressure loss in air-supported *membrane structures*, such doors shall be automatic closing against operating pressures. Opening force at the door edge shall not exceed 15 pounds (66 N).

3103.12.5 Aisle. The width of *aisles* without fixed seating shall be in accordance with the following:

1. In areas serving employees only, the minimum *aisle* width shall be 24 inches (610 mm) but not less than the width required by the number of employees served.
2. In public areas, smooth-surfaced, unobstructed *aisles* having a minimum width of not less than 44 inches (1118 mm) shall be provided from seating areas, and *aisles* shall be progressively increased in width to provide, at all points, not less than 1 foot (305 mm) of *aisle* width for each 50 persons served by such *aisle* at that point.

3103.12.5.1 Arrangement and maintenance. The arrangement of *aisles* shall be subject to approval by the *fire code official* and shall be maintained clear at all times during occupancy.

3103.12.6 Exit signs. *Exits* shall be clearly marked. *Exit* signs shall be installed at required *exit* doorways and where otherwise necessary to indicate clearly the direction of egress where the *exit* serves an *occupant load* of 50 or more.

3103.12.6.1 Exit sign illumination. *Exit* signs shall be either *listed* and *labeled* in accordance with UL 924 as the internally illuminated type and used in accordance with the listing or shall be externally illuminated by luminaires supplied in either of the following manners:

1. Two separate circuits, one of which shall be separate from all other circuits, for *occupant loads* of 300 or less.
2. Two separate sources of power, one of which shall be an *approved* emergency system, shall be provided where the *occupant load* exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site

TABLE 3103.12.2
MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF EGRESS WIDTHS
FROM TEMPORARY MEMBRANE STRUCTURES AND TENTS

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)	
		Tent	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000 ^a	7	120	96

For SI: 1 inch = 25.4 mm.

a. When the occupant load exceeds 3,000, the total width of means of egress (in inches) shall be not less than the total occupant load multiplied by 0.2 inch per person.

TENTS, TEMPORARY SPECIAL EVENT STRUCTURES AND OTHER MEMBRANE STRUCTURES

generator set, and the system shall be installed in accordance with NFPA 70. The emergency system provided shall have a minimum duration of 90 minutes when operated at full design demand.

3103.12.7 Means of egress illumination. *Means of egress* shall be illuminated with light having an intensity of not less than 1 foot-candle (11 lux) at floor level while the structure is occupied. Fixtures required for *means of egress* illumination shall be supplied from a separate circuit or source of power.

3103.12.8 Maintenance of means of egress. The required width of *exits, aisles* and passageways shall be maintained at all times to a *public way*. Guy wires, guy ropes and other support members shall not cross a *means of egress* at a height of less than 8 feet (2438 mm). The surface of *means of egress* shall be maintained in an *approved* manner.

SECTION 3104 TEMPORARY AND PERMANENT TENTS AND MEMBRANE STRUCTURES

3104.1 General. *Tents* and *membrane structures*, both temporary and permanent, shall be in accordance with this section and Sections 3106 and 3107. Permanent *tents* and *membrane structures* shall also comply with the *International Building Code*.

3104.2 Flame propagation performance testing and certification. Before a permit is granted, the *owner* or agent shall file with the *fire code official* a certificate provided by the product manufacturer to verify that the materials have been tested and certified by an *approved* testing laboratory. The certificate shall indicate that the floor coverings, *tents, membrane structures* and their appurtenances, which include sidewalls, drops and tarpaulins, are composed of materials meeting the flame propagation performance of Test Method 2 of NFPA 701. Additionally, it shall indicate that the bunting and combustible decorative materials and effects are composed of material meeting the flame propagation performance criteria of Test Method 1 or Test Method 2 of NFPA 701, as applicable. Alternatively, the materials shall be treated with a flame retardant in an *approved* manner and meet the flame propagation performance criteria of the applicable test method of NFPA 701. The certificate shall indicate compliance with the testing requirements of NFPA 701, Chapter 16. The flame propagation performance criteria shall be effective for the period specified by the permit.

3104.3 Label. *Membrane structures* or *tents* shall have a permanently affixed label bearing the following information:

1. The identification of size and fabric or material.
2. The names and addresses of the manufacturers of the *tent* or air-supported structure.
3. A statement that the fabric or material meets the requirements of Section 3104.2.
4. If treated, the date the fabric or material was last treated with flame-retardant solution, the trade name

or kind of chemical used in treatment, name of person or firm treating the fabric or material, and name of testing agency and test standard by which the fabric or material was tested.

5. If untreated, a statement that no treatment was applied when the fabric or material met the requirements of Section 3104.2.

3104.4 Affidavit. The affidavit required by Section 3104.2 shall contain all of the information specified in Section 3104.3.

SECTION 3105 TEMPORARY SPECIAL EVENT STRUCTURES

3105.1 General. Temporary special event structures shall comply with Section 3104, Sections 3105.2 through 3105.9 and ANSI E1.21.

3105.2 Approval. Temporary special event structures in excess of 400 square feet (37 m²) shall not be erected, operated or maintained for any purpose without first obtaining approval and a permit from the *fire code official* and the building official.

3105.3 Permits. Permits shall be required as set forth in Sections 105.5 and 105.6.

3105.4 Use period. Temporary special event structures erected in accordance with ANSI E1.21 shall not be erected for a period of more than six consecutive weeks.

3105.5 Required documents. The following documents shall be submitted to the *fire code official* and the building official for review before a permit is *approved*:

1. Construction documents: *Construction documents* shall be prepared by a *registered design professional* in accordance with the *International Building Code* and ANSI E1.21 where applicable. *Construction documents* shall include:
 - 1.1. A summary sheet showing the building code used, design criteria, loads and support reactions.
 - 1.2. Detailed construction and installation drawings.
 - 1.3. Design calculations.
 - 1.4. Operating limits of the structure explicitly outlined by the *registered design professional* including environmental conditions and physical forces.
 - 1.5. Effects of additive elements such as video walls, supported scenery, audio equipment, vertical and horizontal coverings.
 - 1.6. Means for adequate stability including specific requirements for guying and cross-bracing, ground anchors or ballast for different ground conditions.
2. Designation of responsible party: The *owner* of the temporary special event structure shall designate in writing a person to have responsibility for the temporary special event structure on the site. The

TENTS, TEMPORARY SPECIAL EVENT STRUCTURES AND OTHER MEMBRANE STRUCTURES

designated person shall have sufficient knowledge of the construction documents, manufacturer's recommendations and operations plan to make judgments regarding the structure's safety and to coordinate with the *fire code official*.

3. Operations plan: The operations plan shall reflect manufacturer's operational guidelines, procedures for environmental monitoring and actions to be taken under specified conditions consistent with the *construction documents*.

3105.6 Inspections. Inspections shall comply with Section 107 and Sections 3105.6.1 and 3105.6.2.

3105.6.1 Independent inspector. The *owner* of a temporary special event structure shall employ a qualified, independent *approved* agency or individual to inspect the installation of a temporary special event structure.

3105.6.2 Inspection report. The inspecting agency or individual shall furnish an inspection report to the *fire code official*. The inspection report shall indicate that the temporary special event structure was inspected and was or was not installed in accordance with the *approved construction documents*. Discrepancies shall be brought to the immediate attention of the installer for correction. Where any discrepancy is not corrected, it shall be brought to the attention of the *fire code official* and the designated responsible party.

3105.7 Means of egress. The *means of egress* for temporary special event structures shall comply with Chapter 10.

3105.8 Location. Temporary special event structure shall be located a distance from property lines and buildings to accommodate distances indicated in the construction drawings for guy wires, cross-bracing, ground anchors or ballast. Location shall not interfere with egress from a building or encroach on fire apparatus access roads.

3105.9 Portable fire extinguishers. Portable fire extinguishers shall be provided as required by Section 906.

SECTION 3106 OUTDOOR ASSEMBLY EVENTS

3106.1 Scope. Outdoor assembly events shall comply with this section.

3106.2 General. Outdoor assembly events shall be in accordance with this section and Section 403.11. Temporary structures erected for outdoor assembly events shall comply with this chapter.

3106.2.1 Approval required. Outdoor assembly events shall be *approved* by the *fire code official*.

3106.2.2 Permits. An operational permit shall be required as set forth in Section 105.5.

3106.2.3 Access. An *approved* means of fire apparatus access shall be provided.

3106.2.3.1 Fire service features. Unobstructed access to fire hydrants, drafting sources and other fire protection features shall be maintained at all times.

3106.3 Occupancy and means of egress. The number and location of emergency egress and escape routes shall be *approved* by the *fire code official*.

3106.3.1 Occupant load. The *fire code official* shall establish an *occupant load* for the event site.

3106.3.2 Maintenance of emergency egress and escape routes. Emergency egress and escape routes shall be maintained at all times.

3106.4 Public safety for events. Outdoor assembly events shall comply with Sections 3106.4.1 through 3106.4.7.

3106.4.1 Public safety plan for gatherings. A public safety plan shall be prepared where required by Section 403.11.2. The public safety plan shall be submitted to the *fire code official* with the application for an operational permit as required by Section 3106.2.2.

3106.4.2 Weather monitoring person. Where required by the *fire code official*, the event operator or agent shall designate one qualified individual to continuously monitor local weather reports, forecasts and conditions. Said person shall be responsible for initiating weather-related event mitigation activities, ordering the suspension or cancellation of the outdoor assembly event and issuing the evacuation signal in accordance with the *approved* public safety plan.

3106.4.3 Crowd managers. Where events involve a gathering of more than 1,000 people, trained crowd managers shall be provided in accordance with Section 403.11.3.

3106.4.4 Portable fire extinguishers. *Approved* portable fire extinguishers complying with Section 906 shall be provided and placed in locations *approved* by the *fire code official*.

3106.4.5 Smoking. Smoking shall be permitted only in designated areas. Other areas shall have *approved* "No Smoking" signs conspicuously posted and maintained in accordance with Section 310.

3106.4.6 Combustible vegetation. Combustible vegetation that could create a fire hazard shall be removed from the outdoor assembly event area.

3106.4.7 Combustible refuse. Combustible refuse shall be kept in noncombustible containers with tight-fitting or self-closing lids. Combustible refuse shall be removed from the event site at regular intervals to prevent an unsafe accumulation within the event site.

3106.5 Cooking appliances or devices. Outdoor assembly events with concession stands or booths using cooking appliances or devices shall comply with Sections 3106.5.1 through 3106.5.3.

3106.5.1 Separation from tents or structures. Cooking appliances or devices that produce sparks or grease-laden vapors or flying embers (firebrands) shall not be used within 20 feet (6096 mm) of a *tent* or temporary structure.

Exceptions:

1. Designated cooking *tents* not occupied by the public when *approved* by the *fire code official*.

TENTS, TEMPORARY SPECIAL EVENT STRUCTURES AND OTHER MEMBRANE STRUCTURES

2. *Tents* or structures where cooking appliances are protected with an automatic fire-extinguishing system in accordance with Section 904.13.

3106.5.2 Protection. Cooking equipment using combustible oils or solids shall meet the following:

1. A noncombustible lid shall be immediately available. The lid shall be of sufficient size to cover the cooking well completely.
2. The equipment shall be placed on a noncombustible surface.
3. An *approved* portable fire extinguisher for protection from cooking grease fires shall be provided at a location *approved* by the *fire code official*.

3106.5.3 Liquefied petroleum gas (LP-gas). The use of liquefied petroleum gas (LP-gas) shall be in accordance with Chapter 61.

3106.6 Electrical equipment and wiring. Outdoor assembly events with concession stands or booths using electrical equipment and temporary wiring for electrical power or lighting shall comply with the applicable provisions of NFPA 70 and Sections 3106.6.1 through 3106.6.3.

3106.6.1 Outdoor use. Electrical equipment and wiring shall be *listed* and *labeled* for outdoor use.

3106.6.2 Generators. Generators shall be installed not less than 10 feet (3048 mm) from combustible materials, and shall be isolated from the public by physical guard, fence or enclosure installed not less than 3 feet (914 mm) away from the internal combustion power source.

3106.6.3 Portable fire extinguishers. Each generator shall be provided with an *approved* portable fire extinguisher complying with Section 906.

SECTION 3107 OPERATIONAL REQUIREMENTS

3107.1 General. Temporary and permanent *tents* and *membrane structures* shall comply with this section.

3107.2 Combustible materials. Hay, straw, shavings or similar combustible materials shall not be located within any *tent* or *membrane structure* containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided that the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time.

3107.3 Smoking. Smoking shall not be permitted in *tents* or *membrane structures*. *Approved* "No Smoking" signs shall be conspicuously posted in accordance with Section 310.

3107.4 Open or exposed flame. Open flame or other devices emitting flame, fire or heat or any *flammable* or *combustible liquids*, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the *tent* or *membrane*

structures while open to the public unless *approved* by the *fire code official*.

3107.5 Fireworks. Fireworks shall not be used within 100 feet (30 480 mm) of *tents* or *membrane structures*.

3107.6 Spot lighting. Spot or effect lighting shall only be by electricity, and all combustible construction located within 6 feet (1829 mm) of such equipment shall be protected with *approved* noncombustible insulation not less than 9¹/₄ inches (235 mm) thick.

3107.7 Safety film. Motion pictures shall not be displayed in *tents* or *membrane structures* unless the motion picture film is safety film.

3107.8 Clearance. There shall be a clearance of not less than 3 feet (914 mm) between the fabric envelope and all contents located inside *membrane structures*.

3107.9 Portable fire extinguishers. *Approved* portable fire extinguishers complying with Section 906 shall be provided and placed in locations as required by the *fire code official*.

3107.10 Fire protection equipment. Fire hose lines, water supplies and other auxiliary fire equipment shall be maintained at the site in such numbers and sizes as required by the *fire code official*.

3107.11 Occupant load factors. The *occupant load* allowed in an assembly structure, or portion thereof, shall be determined in accordance with Chapter 10.

3107.12 Heating and cooking equipment. Heating and cooking equipment shall be in accordance with Sections 3107.12.1 through 3107.12.7.

3107.12.1 Installation. Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the *International Fuel Gas Code* and the *International Mechanical Code*, and shall be *approved* by the *fire code official*.

3107.12.2 Venting. Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the *International Fuel Gas Code* and the *International Mechanical Code*. Such vents shall be equipped with *approved* spark arresters where required. Where vents or flues are used, all portions of the *tent* or *membrane structure* shall be not less than 12 inches (305 mm) from the flue or vent.

3107.12.3 Location. Cooking and heating equipment shall not be located within 10 feet (3048 mm) of *exits* or combustible materials.

3107.12.4 Operations. Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices that do not pose an ignition hazard, shall be *approved*.

3107.12.5 Cooking tents. *Tents* with sidewalls or drops where cooking is performed shall be separated from other *tents* or *membrane structures* by not less than 20 feet (6096 mm).

3107.12.6 Outdoor cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be

TENTS, TEMPORARY SPECIAL EVENT STRUCTURES AND OTHER MEMBRANE STRUCTURES

performed within 20 feet (6096 mm) of a *tent* or *membrane structure*.

3107.12.7 Electrical heating and cooking equipment. Electrical cooking and heating equipment shall comply with NFPA 70.

3107.13 LP-gas. The storage, handling and use of LP-gas and LP-gas equipment shall be in accordance with Sections 3107.13.1 through 3107.13.3.

3107.13.1 General. LP-gas equipment such as containers, tanks, piping, hoses, fittings, valves, tubing and other related components shall be *approved* and in accordance with Chapter 61 and with the *International Fuel Gas Code*.

3107.13.2 Location of containers. LP-gas containers and tanks shall be located outside in accordance with Table 6104.3. Pressure relief devices shall be pointed away from the *tent* or *membrane structure*.

3107.13.3 Protection and security. Portable LP-gas containers, tanks, piping, valves and fittings that are located outside and are being used to fuel equipment inside a *tent* or *membrane structure* shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an *approved* location. Portable LP-gas containers shall be secured to prevent unauthorized movement.

3107.14 Flammable and combustible liquids. The storage of *flammable* and *combustible liquids* and the use of flammable-liquid-fueled equipment shall be in accordance with Sections 3107.14.1 through 3107.14.3.

3107.14.1 Use. Flammable-liquid-fueled equipment shall not be used in *tents* or *membrane structures*.

3107.14.2 Flammable and combustible liquid storage. *Flammable* and *combustible liquids* shall be stored outside in an *approved* manner not less than 50 feet (15 240 mm) from *tents* or *membrane structures*. Storage shall be in accordance with Chapter 57.

3107.14.3 Refueling. Refueling shall be performed in an *approved* location not less than 20 feet (6096 mm) from *tents* or *membrane structures*.

3107.15 Display of motor vehicles. Liquid- and gas-fueled vehicles and equipment used for display within *tents* or *membrane structures* shall be in accordance with Sections 3107.15.1 through 3107.15.5.3.

3107.15.1 Batteries. Batteries shall be disconnected except where the *fire code official* requires that the batteries remain connected to maintain safety features.

3107.15.2 Fuel. Vehicles or equipment shall not be fueled or defueled within the *tent* or *membrane structure*.

3107.15.2.1 Quantity limit. Fuel in the fuel tank shall not exceed one-quarter of the tank capacity or 5 gallons (19 L), whichever is less.

3107.15.2.2 Inspection. Fuel systems shall be inspected for leaks.

3107.15.2.3 Closure. Fuel tank openings shall be locked and sealed to prevent the escape of vapors.

3107.15.3 Location. The location of vehicles or equipment shall not obstruct *means of egress*.

3107.15.4 Places of assembly. When a compressed natural gas (CNG) or liquefied petroleum gas (LP-gas) powered vehicle is parked inside a place of assembly, all of the following conditions shall be met:

1. The quarter-turn shutoff valve or other shutoff valve on the outlet of the CNG or LP-gas container shall be closed and the engine shall be operated until it stops. Valves shall remain closed while the vehicle is indoors.
2. The hot lead of the battery shall be disconnected.
3. Dual-fuel vehicles equipped to operate on gasoline and CNG or LP-gas shall comply with this section and Sections 3107.15.1 through 3107.15.3 for gasoline-powered vehicles.

3107.15.5 Competitions and demonstrations. Liquid- and gas-fueled vehicles and equipment used for competition or demonstration within a *tent* or *membrane structure* shall comply with Sections 3107.15.5.1 through 3107.15.5.3.

3107.15.5.1 Fuel storage. Fuel for vehicles or equipment shall be stored in *approved* containers in an *approved* location outside of the structure in accordance with Section 3107.14.2.

3107.15.5.2 Fueling. Refueling shall be performed outside of the structure in accordance with Section 3107.14.3.

3107.15.5.3 Spills. Fuel spills shall be cleaned up immediately.

3107.16 Separation of generators. Generators and other internal combustion power sources shall be separated from *tents* or *membrane structures* by not less than 20 feet (6096 mm) and shall be isolated from contact with the public by fencing, enclosure or other *approved* means.

3107.17 Standby personnel. Where, in the opinion of the *fire code official*, it is essential for public safety in a *tent* or *membrane structure* used as a place of assembly or any other use where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the *owner*, agent or lessee shall employ one or more qualified persons, as required and *approved*, to remain on duty during the times such places are open to the public, or when such activity is being conducted.

3107.17.1 Duties. Before each performance or the start of such activity, standby personnel shall keep diligent watch for fires during the time such place is open to the public or such activity is being conducted and take prompt measures for extinguishment of fires that occur and assist in the evacuation of the public from the structure.

3107.17.2 Crowd managers. There shall be trained crowd managers or trained crowd supervisors at a ratio of one crowd manager or supervisor for every 250 occupants, as *approved*.

3107.18 Combustible vegetation. Combustible vegetation that could create a fire hazard shall be removed from the area

TENTS, TEMPORARY SPECIAL EVENT STRUCTURES AND OTHER MEMBRANE STRUCTURES

occupied by a *tent* or *membrane structure*, and from areas within 30 feet (9144 mm) of such structures.

3107.19 Combustible waste material. The floor surface inside *tents* or *membrane structures* and the grounds outside and within a 30-foot (9144 mm) perimeter shall be kept free from combustible waste and other combustible materials that could create a fire hazard. Such waste shall be stored in *approved* containers and removed from the premises not less than once a day during the period the structure is occupied by the public.



City of Artesia
511 W. Texas
P.O. Box 1310
Artesia, NM 88211-1310

This Section to be completed by City Staff

Review and comment by **POLICE DEPARTMENT:**
Police Chief or Commander of Patrol 575-746-5045

Review and comment by **FIRE DEPARTMENT:**
Fire Chief or Fire Marshall 575-746-5050

Review and comment by **INFRASTRUCTURE DEPARTMENT:**
Solid Waste Supervisor 575-748-8812 *(only if needing additional dumpsters)

Streets Supervisor 575-748-0879 (leave message)

Infrastructure Director 575-746-9821

Review and comment by **FINANCE DEPARTMENT:**
City Clerk 575-748-8284

Decision of City Council: Approve Disapprove

Date of Decision: _____

Conditions: _____

