



Manhattan Fire Department

Scott French, Fire Chief

2000 Denison Ave. ♦ Manhattan, KS 66502 ♦ 785-587-4504 ♦ Code Services 785-587-4506 ♦ Emergency Dial 911

This checklist provides some of the basic regulations governing the operation of tents and other membrane structures. It is not possible to cover all regulations. When this checklist refers to tents, the regulations also govern canopies, air-supported or other membrane structures.

- Tents and canopies greater than 400 square feet with enclosing sides or greater than 700 square feet with open sides must be inspected by a member of the Manhattan Fire Department after being erected. Please schedule 24 hours in advance.
- At the time of inspection contact information shall be provided for those people responsible for the tent including the persons' names and contact numbers. Also certification of flame-resistance must be provided.
- Tents must be at least 20' from buildings, lot lines and vehicle parking areas.
- Open flame or other devices emitting flame, fire or heat including but not limited to heating or cooking devices shall not be under or within 20 feet of the tents or canopies.
- A minimum of two exits are required and exits must be clearly marked. Exit signs shall be of an approved type (self-luminous or internally or externally illuminated by an approved source).
- "NO SMOKING" signs shall be posted throughout structure.
- A minimum 2A-10BC rated fire extinguisher shall be provided for every 3,000 square feet of floor space and within 75 feet of travel. The extinguisher must be serviced and tagged annually.
- If electrical lighting is used, all connections shall be located off the ground and protected from wet locations.

Please call our office at 785-587-4506 with any questions and to schedule an inspection prior to your event.

Thank You,

Jake Powell
Fire Marshal