

## TENT GUIDELINES

To ensure everyone's safety, all events that utilize tents are required to follow the following guidelines:

1. All tents set up on City of Kalamazoo Property are required to be properly secured to protect them from overturning
2. Tents 10' x 10' and smaller are required to have a minimum of 40 lbs of weight. Weights must be on a minimum of two corners. When determining the placement of weights, the direction of the wind should be considered.
3. All weights must be secured to the frame or leg of the tent. Bungee cords, duct tape, and rope are not acceptable. Weights cannot hang freely from a tent as they can sway and cause injury.
4. Any container used as weight shall be securely covered with a lid to keep the weight material (water/sand) inside the container if overturned.
5. The event organizer is responsible for scheduling an event inspection by calling (269) 337-8026 three days prior to the event. Please plan a two-hour window for the inspection to take place before the event is scheduled to begin.
6. The event organizer(s) is responsible for correcting any violations and will have 90 minutes to correct said violations or remove the violating party from the event. The inspector will return to re-inspect the issues.
7. The event organizer(s) will be charged for any re-inspections necessary.
8. Fire extinguishers are required for tents and one must be placed every 75 feet. The event organizer may choose to provide fire extinguishers or to require participants to supply their own.

## EXAMPLES OF ACCEPTABLE WEIGHTS

