

Facility Rental Guide



**2110 SW Frear Street
Roseburg, OR 97471
Phone: 541-957-7010**

www.douglasfairgrounds.com

Welcome to the Douglas County Fairgrounds



2110 SW Frear Street
Roseburg, Oregon 97471
541-957-7010 Fax 541-440-6023
www.douglasfairgrounds.com

FAIRGROUNDS BUILDING CLEANING INSTRUCTIONS

DECORATIONS:

1. All decorations must be free standing. No Helium Balloons are allowed. User to provide own backboards, poles, stanchions, etc. No stapling, taping, push pins, nails or any other type of fastener may be attached to the walls for decorations, signs, posters, banners, etc.
2. Floors: Use painters tape ONLY. No packaging tape, duct, clear or other type.
3. Building must be cleaned and vacated by 11:59 P.M. on the night of your event unless prior arrangements have been made with the Complex office.
4. If clean-up does not meet the Fairgrounds Complex's standards, the work will be done by the Fairgrounds staff and your event will be charged at \$36 per man per hour.

CLEANING PROCEDURES:

1. Pick up all debris and deposit in the waste baskets. Set waste baskets by the east doors on the inside of the building.
2. Remove all decorations and personal items.
3. Pick up all chairs. All chairs are to be stacked ten (10) high, with the front of seat toward the push handle on the cart. One hundred (100) chairs per cart.**
4. Wash all table tops and stack tables per instructions on cart and on back of this information sheet.**
5. The Fairgrounds staff will clean, sweep floors and do any mopping required at no extra charge, provided there is no unreasonable damage or cleaning to be done, and the above cleaning procedures have been completed.
6. Should cleanup be required during your event, contact the Fairgrounds staff for cleaning supplies, i.e., brooms, dust pans, mops and buckets.**

**Please note if the Fairgrounds is catering event starred items are not applicable

CONTACT INFORMATION:

Complex Office: Monday-Friday 8:00am – 5:00pm Phone: 541-440-4394

Maintenance Staff: Cell phone 541-817-4220

Night Office is located in the Exhibit building, 3rd building on your left after entering Main Gate

Best of Luck with Your Event - Hope it is a Great One!

DOUGLAS COUNTY FAIRGROUNDS COMPLEX

KITCHEN CLEANING INSTRUCTIONS

Douglas Hall & Pavilion

Kitchens must be cleaned and vacated by 11:59 PM on the night of your event unless prior arrangements have been made with the Complex Office.

Should the cleanup not meet the Fairgrounds Complex standards, the work will be done by the Fairgrounds Staff and your event will be charged at our current cleanup rate.

CLEANING PROCEDURES:

1. Griddle must be clean or there will be a cleaning charge.
 - a. It is easiest to clean while still warm. Pour on a small amount of oil, then scrub with griddle screen and griddle polishing pad in a circular motion until clean. Wipe with oil and paper towels to pick up grit.
 - b. It is the user's responsibility to provide oil, rags, towels, etc.
 - c. Fairgrounds will furnish griddle pad holder, screens, and polishing pads for your use.
 - d. User will be charged for new griddle pad holder, screens, and polishing pads if they are not left after an event (normal use and wear are expected).
 - e. Clean splash guards behind grills with cleaning solution to remove grease.
2. Grease Traps and Trays must be left clean,
 - a. Pour out grease while still warm into your disposable container (empty can, cartons, etc.) before placing into garbage can.
 - b. Wash grease trap or tray with soap and hot water and rinse before replacing.
3. Clean all exposed flat surfaces as necessary: Counters, table tops, chairs, shelves, appliance tops, etc.
4. Clean Refrigerators.
5. Drain, Clean, and Rinse Coffee pots and urns.
6. Thoroughly sweep floor and mop with hot water using an approved sanitary floor cleaner and degreaser. Change water and wring mop frequently to avoid water streaks and spots on the floor. Empty and rinse mop bucket. Do not pour mop bucket water down the sink.
7. Clean and rinse sinks when finished cleaning and mopping.
8. Cleaning supplies: brooms, mop and buckets will be provided for your use.
9. Clean Soda Fountain (paddles, drain tray, and ice store bin).
10. Clean ovens, removing any excess spilled grease and/or meat drippings.
11. Place all trash and recyclables outside the back door for pick-up.

If you need assistance please call:

Complex Office: 541-440-4394 Monday- Friday 8:00 a.m. - 5:00 p.m.

Maintenance Staff: 541-817-4220 Seven days a week during event hours

Please remember: You are expected to leave the kitchen clean and in order for the next event or user. If the kitchen is not clean when your contracted hours begin, report it immediately to the office or Fairgrounds staff or you will be responsible for clean-up. Any clean up by the Fairgrounds Staff after your use will be charged to you

DOUGLAS COUNTY FAIRGROUNDS COMPLEX
KITCHEN CLEANING INSTRUCTIONS
Exhibit Building & Girls Dormitory

Kitchens must be cleaned and vacated by 11:59 p.m. on the night of your event unless prior arrangements have been made with the Complex Office.

Should the clean up not meet the Fairgrounds Complex standards, the work will be done by the Fairgrounds Staff and your event will be charged at our current cleanup rate.

CLEANING PROCEDURES:

1. Clean all exposed flat surfaces as necessary: counters, table tops, chairs, shelves, appliance tops, etc.
2. Clean refrigerators.
3. Drain, clean, and rinse coffee pots and urns.
4. Thoroughly sweep floor and mop with hot water using an approved sanitary floor cleaner and degreaser. Change water and wring mop frequently to avoid water streaks and spots on the floor. Empty and rinse mop buckets. Do not pour mop bucket water down the sinks.
5. Clean and rinse sinks when finished cleaning and mopping.
6. Cleaning supplies: brooms, mop, and bucket will be provided for your use.
7. Clean ovens, removing any excess spilled grease and/or meat drippings.
8. Place all trash and recyclables outside the back door for pick-up

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Please remember: You are expected to leave the kitchen clean and in order for the next event or user. If the kitchen is not clean when your contracted hours begin, report it immediately to the office or Fairgrounds staff or you will be responsible for clean-up. Any clean up by the Fairgrounds Staff after your use will be charged to you or your event at our current rate.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/25/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Name, address & phone of Insurance Agency	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED Name & address of insured person or group (Must match name on Fairgrounds contract)	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A: Name of Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY							
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current Policy #	Current	Dates	EACH OCCURRENCE	\$ 1,000,000.
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000.
							MED EXP (Any one person)	\$ 5,000.
							PERSONAL & ADV INJURY	\$ 1,000,000.
							GENERAL AGGREGATE	\$ 2,000,000.
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$ 1,000,000.
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC							\$
	AUTOMOBILE LIABILITY							
	<input checked="" type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000.
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE							\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)						WC STATUTORY LIMITS	OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
	Host Liquor Liability (if required)						\$1,000,000. each occurrence	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Douglas County Fairgrounds, Douglas County, it's officers, employees and agents as additional insured solely with respect to the operations of insured at Douglas County Fairgrounds.

CERTIFICATE HOLDER**CANCELLATION**

Douglas County Fair Board 2110 SW Frear Street Roseburg	OR 97471	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE
		Agent's signature

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POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED- - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

Douglas County Fair Board, Douglas County and it's officers, employees and agents

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.



DOUGLAS COUNTY FIRE DISTRICT No. 2

FIRE PREVENTION DIVISION

1290 NE Cedar Street, Roseburg, Or 97470

Phone (541) 673-5503 / Fax (541) 673-5505

www.dcfcd.org

Events in Places of Public Assembly

Fire Code Requirements
Guide-23

Effective: 10/17/08

Revised: 07 /01/10

Introduction

Public assembly events involve various risk factors associated with having large numbers of people in one location. The primary risk factors are the high occupant density, occupants that are not familiar with the building, and darkness in some cases. These risks can be managed through proper event planning and management.

The health, safety and welfare of employees, participants and guests attending an event must be managed and secured for any and all events held in the service area of Douglas County Fire District No.2 (DCFD.2). The event organizers, whether students, venue managers, or an outside organization, and whether planning individually or collectively, have a prime responsibility to protect the health, safety and welfare of everyone working at, attending to, or likely to be affected by the event. It is important to recognize and appreciate the fact that planning for effective health, and safety management should start at the same time as the planning for all other aspects of the proposed event.

The types of events held on places of public assembly vary enormously from fairs, to trade shows, carnivals, fireworks displays and car races, to commencement ceremonies, conferences, seminars, performances and concerts, among many others. In addition, the size and complexity of each event varies from one event to another. Nevertheless, all events are covered by certain fire and life safety requirements, but the arrangements that may be needed will vary according to the event.

Purpose

The purpose of this publication is to assist the reader in understanding the requirements of the Oregon Fire Code (OFC) and other applicable regulations governing indoor and outdoor events in places of public assembly in order to facilitate their planning and ensure the safety and welfare of anyone associated with the event.

Scope

The fire and life safety requirements referenced in this guide apply to all events and shall be observed and complied with without exception by fairs, event centers, schools, event planners, vendors, concessionaires, exhibitors, contractors or other third party groups involved in organizing and holding any indoor and outdoor events in places of public assembly in the service area of DCFD.2

Responsibilities

The event sponsor is responsible for the safety of the event and shall designate someone to be the event safety representative to fulfill this commitment.

Correction and abatement of violations of the OFC and any other applicable regulations shall be the responsibility of the owner. If an occupant (e.g.: an event organizer, vendor or exhibitor) creates, or allows to be created, hazardous conditions in violation of the OFC, the occupant shall be held responsible for abatement of such hazardous conditions.

The **Fire Marshal** is authorized to enforce the provisions of the OFC as directed in ORS 476.060 and OAR Chapter 837, Division 39, and shall have the authority to adopt policies, procedures, rules and regulations in order to clarify the application of its provisions.

Code Reference(s)

2007 Oregon Fire Code (OFC); National Fire Protection Association (NFPA) Standard 10, Code 1123 & Standard 1126; Oregon Revised Statutes 480.110 through 480.165; Oregon Administrative Rules 837-012-0700 through 837-012-0970.

Definitions

Approved

Where so referenced throughout this guide, "approved" means approved in writing by the Fire Marshal.

Exception(s)

Where so referenced throughout this guide, "exception(s)" to code requirements shall be granted in writing by the Fire Marshal; otherwise, the general and/or specific requirements referenced in the code apply.

Section 1 – GENERAL REQUIREMENTS

1.1 Purpose

The purpose of the general requirements section is to target fire code requirements of a general nature. For more specific regulations please refer to Sections 2 through 10.

1.2 Permits

An Operational Permit may be required by the Fire Marshal. Permit fees and code compliance conditions are requirements prior to issuance of a permit. Contact the DCFD.2 Fire Prevention Division regarding specific permits, conditions, and fees.

1.3 Inspection

All facilities and events are subject to compliance inspections by the Fire Marshal. Because of the short duration of most special events and the high hazard posed on occasion to the safety of event participants, violations of any of the provisions of the OFC encountered during inspections will require immediate abatement. Failure to correct documented violations immediately will subject the responsible party to discontinuing of the event, display, exhibit, concession or any other non-compliant activity; building closure; and/ or fines and penalties as provided by the OFC and any other applicable Oregon Statutes or Administrative Rules.

1.4 Standby Personnel

When in the opinion of the Fire Marshal, it is essential for public safety in a tent, at a fair, concert or similar event, the operator of the vent shall provide one or more qualified standby person(s). This requirement is based on the number of occupants, nature of the performance, exhibition, display contest or activity. There shall be trained crowd managers at a ratio of one manager to every 250 occupants, as approved by the Fire Marshal. Standby personnel shall comply with the following:

- 1) Before each performance or the start of the event, standby personnel shall keep diligent watch for fires during the time such event is open to the public or taking place.

- 2) Personnel shall take prompt measures for extinguishments of fires that occur and assist in the evacuation of the public from the structure or event.
- 3) Personnel shall have a means of communicating a (911) fire department response and between other managers/personnel at the event.
- 4) Personnel shall be familiar with all exits, fire extinguisher locations, and any building suppression/alarm system control panels.

1.5 Smoking

There shall be **NO SMOKING** inside of or within 10 feet of openings (doors, windows, etc.) of buildings, livestock areas, barns, tents, canopies or exhibit booths.

- 1) **NO SMOKING** signs shall be conspicuously located to meet the intent of this guide.
- 2) Designated smoking areas are allowed and shall have non-combustible floor coverings and suitable non-combustible ashtrays. All smoking areas shall be approved by the Fire Marshal.

1.6 Open flame

Candles, torches, and other open flame devices used for decorative, ceremonial, or demonstrative purposes shall comply with the following:

- 1) Decorative flaming devices that use Class 1 or 2 liquids or LP gas are strictly prohibited.
- 2) Candles and open flame devices are strictly prohibited in areas of public assembly
Exception: With approval of the Fire Marshal.
- 3) Open flames shall not be utilized in areas where flammable items such as tablecloths, displays, and merchandise are present.

Exception: When flame is enclosed and where the opening on top does not pose an ignition hazard.

- 4) Candles and open flame devices are prohibited in areas where people stand, or in an aisle or exit.
- 5) All candle use shall meet the following conditions:
 - 5.1 Candles shall have non-combustible base that will self upright after it is tilted 45degrees, or be self-extinguishing.
 - 5.2 Shades where used, shall be made of non-combustible materials and be securely attached to the open-flame device holder or chimney.
 - 5.3 Candelabras shall be secured and supported to prevent overturning.
 - 5.3 Lit handheld candles shall not be passed from one person to another.
- 6) Torches and handheld flaming devices shall be approved by the Fire Marshal.
- 7) See Section 4 titled Cooking for application of open flaming devices for cooking.

1.6 Decorative materials

All fabric or material used for decoration shall be fire resistive, or treated with an approved fire retardant. If treated, documentation or product used, when it was treated, and how it was treated are required. Tablecloths, merchandise, and displays are not considered decorations. Decorative wood less than ¼ inch shall be flame retardant.

1.7 Fire Extinguishers

Fire extinguishers are required on site for every 75 feet of travel distance. The Fire Marshal may require fire extinguishers for every booth or exhibit, or may apply the travel distance application to meet the intent of the code. Fire extinguishers shall comply with the following:

- 1) The minimum size fire extinguisher shall be a 2-A: 10-B: C for multipurpose use.
- 2) Fire extinguisher application for cooking will be found in Section 4 titled Cooking.
- 3) All staff shall be familiar with the use and location of fire extinguishers.
- 4) All fire extinguishers shall be tagged as being serviced within the past 12 months and inspected the last 30 days.
- 5) Fire extinguishers shall be readily visible and accessible.
- 6) Fire extinguishers shall be mounted in approved locations with their handle not higher than 5 feet of the floor.

1.8 Exiting and aisles

Exiting and aisles shall comply with the following:

- 1) Each concession stand/booth shall have a minimum of one exit leading directly out of the area without exiting through another concession stand/booth, display, or enclosed area.
- 2) Aisles and exits shall be kept clear and free of obstructions. Easels, signs, displays, tables, and other objects shall not encroach into aisles and exit paths, or exit doors. A 10 feet clearance on both sides of exit doors (egress and ingress) with no physical obstruction shall be maintained at all times.
- 3) Exit doors shall not be covered with drapes or similar coverings impeding their visibility. Facility or building exits, stairs, corridors, and vestibules shall not be used for any purpose except for egress.
- 4) Exit doors shall function with a single action, shall not be able to lock patrons or emergency responders in an area or facility, and must remain unlocked while the building is occupied.
- 5) Aisles and exits shall be illuminated at dusk and night.
- 6) Approved exit signs are required when two exits are provided or when the occupant load exceeds 50.
- 7) Aisles and exit access from concession stands/booths and areas with an occupant load of 50 or less require a minimum of 36 inches of width and 80 inches in height. Aisles between concession stands/booths and display items shall be no less than 44 inches in width.
- 8) Major aisles and walkways are established based on occupant load and range from 8 feet of unobstructed width for small venue events to 10 feet of unobstructed width for large venue events.
- 9) Travel distance to an exit door shall not exceed 200 feet.

Exceptions: 1) 250 feet in a building with a fire sprinkler system

2) 400 feet in open air seating.

1.9 Occupant load

The occupant load shall be assigned by the Fire Marshal in accordance with the anticipated use.

- 1) Areas of assembly shall be posted as required by the Fire Marshal.
- 2) Overcrowding or admittance of any person beyond the approved capacity of a building or a portion thereof is prohibited.

1.10 Seating – tables and chairs

The placement of tables and chairs shall comply with the following:

- 1) **Aisles and exit access.** The common path of egress travel shall not exceed 30 feet from any seat in the exit access.
- 2) **Chair rows.** The minimum aisle access width between the front of one row of chairs and the back of the next row shall be 12 inches for rows of up to 14 chairs, and that distance increases if there are more than 14 chairs per continuous row. The minimum clear width of 12 inches between rows shall be increased by 0.3 inches for every

additional seat beyond 14 seats, but the minimum clear width is not required to exceed 22 inches. Aisles between rows of chairs shall be a minimum of 48 inches.

- 3) **Bonding.** When greater than 200 seats are assembled in one area the seats shall either be fastened to the floor or fastened together (bonded) in groups of not less than three.
- 4) **Tables.** Square banquet tables shall be spaced a minimum of 31 inches apart when seating on one side and 50 inches apart when seating on both sides. Round banquet tables shall be spaced no less than 6 feet from table edge to table edge.

1.11 Waste – trash

Adequate non-combustible waste containers shall be on site and distributed strategically and must comply with the following:

- 1) Waste containers shall be emptied as often as necessary to prevent accumulations of trash outside the containers and at least once each working day.
- 2) Waste containers over 40 gallons shall be provided with an approved lid and shall be constructed of non-combustible materials or be treated with an approved fire retardant.
- 3) Waste containers over 55 gallons shall maintain a distance of 5 feet from any tent, membrane or combustible structure.
- 4) Waste receptacles shall not be placed near an exit, in an exit path, under an open stairway, or near any heat source.
- 5) Dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings or combustible roof eave lines.

1.12 Generators

Generators shall comply with the following:

- 1) Fueling shall not be conducted with the generator running.
- 2) Fuel shall be stored outside in an approved manner 50 feet from tents, stands/booths or membrane structures.
- 3) They shall be protected from the general public by a physical means.
- 4) They shall not be operated inside a structure or enclosed tent.
- 5) They shall not be placed near an exit or in an exit path.
- 6) They shall be a minimum of 20 feet from a tent, membrane structure, or combustible structures.
- 7) A minimum of a **2-A: 10-B: C** fire extinguisher shall be within 75 feet of all generators.

1.13 Fire alarm systems

When installed, fire alarm systems shall comply with the following:

- 1) They shall be serviced annually and have proof of service upon request by the Fire Marshal.
- 2) Fire alarm panels shall be made readily accessible and clearly marked if not placed in an obvious location.
- 3) Displays, decorations or other items **shall not obstruct audible and visual (warning) notification devices.**

1.14 Fire sprinklers

When installed, all fire sprinkler systems shall comply with the following:

- 1) They shall be serviced annually and have proof of service upon request of the Fire Marshal.

- 2) The location fire sprinkler control valves shall be clearly identified as required by the Fire Marshal.
- 3) Maintain storage a minimum of 18 inches of clearance below sprinkler heads.
- 4) No items shall be hung or suspended from any of the components of a fire sprinkler system.

1.15 Fire hydrants & fire department connections

Fire hydrants and fire department connections (FDC's) shall comply with the following:

- 1) They shall be maintained clear of obstructions including posts, fences, vehicles, vegetative growth, trash, storage or other obstacles which would hinder location or use (maintain a minimum 3 feet clearance around them).
- 2) ORS 811.550(16) prohibits parking within 10 feet of a fire hydrant or an FDC.
- 3) Fire hydrants shall be flow tested and serviced annually. Proof of service shall be available to the Fire Marshal.
- 4) Fire hydrants and FDC's shall be identified as required by the Fire Marshal.

1.16 Vehicles, boats and RV displays

Any requested variation of this section for inside venue vehicle displays or demonstrations shall be approved by the Fire Marshal. Vehicle, boat and RV displays shall comply with the following:

- 1) Fuel tanks shall be no more than $\frac{1}{4}$ full or contain more than 5 gallons of fuel, whichever is less.
- 2) Fuel caps shall be locked or sealed (duct tape).
- 3) All LP gas and CN gas tanks shall be emptied. Dual fuel vehicles shall also comply with requirement 1 above.
- 4) Fueling or de-fueling shall not be done inside a building or tent.
- 5) Batteries shall be disconnected at the hot lead and cable ends taped.

1.17 Stages

All stages and platform performance areas shall be noted on the site plan and approved by the Fire Marshal.

1.18 Site plans

When required by the Fire Marshal, a site plan shall be submitted for review and approval. A site plan shall include the following:

- 1) Fire department access roads (fire lanes) and their dimensions.
- 2) Parking plan.
- 3) Property lines
- 4) Fire protection features (fire hydrants, fire department connections, standpipes, etc.)
- 5) Fire alarm panel location and alarm coverage.
- 6) Permanent structures.
- 7) Stages and platforms.
- 8) Temporary structures (tents, booths, mobile units).
- 9) Fences, cages, and barriers.
- 10) Aisles, exits and egress points.
- 11) Exit signs and egress lighting.
- 12) Seating and table configurations with their pertinent spacing and aisle dimensions.
- 13) Vehicle layout (for vehicle display).

- 14) Fire extinguisher type, size, and location.
- 15) Location of LP gas and/or compressed gas cylinders.
- 16) Location of dumpsters and waste containers.
- 17) Designated "Smoking" areas.
- 18) Address plan for naming, numbering, or lettering buildings, structures, or large area tents.

Section 2 – FIRE DEPARTMENT ACCESS

2.1 Access

Fire apparatus access roads and fire lanes shall comply with the following:

- 1) They shall be approved by the Fire Marshal
- 2) They shall be established and maintained through events.
- 3) Their minimum requirements shall be as determined by the Fire Marshal.
- 4) It is the responsibility of the property management or promoter to ensure access at all times.
- 5) The parking of motorized and/or recreational vehicles on designated **NO PARKING** areas or fire lanes is prohibited.

Section 3 – TENTS, CANOPIES AND MEMBRANE STRUCTURES

3.1 Definitions

Tent

A tent is a structure, enclosure, or shelter made of fabric or pliable material supported by any manner other than air

Stands/Booths

A temporary structure or mobile trailer/vehicle used for the sale of food, concession or merchandise.

Membrane Structure

A membrane structure is an air-inflated, air-supported, cable or frame-covered structure and not otherwise defined as a tent.

3.2 Flame resistance

The sidewalls, awnings, drops, and tops of booths, membrane structures, and tents, shall be composed of flame resistant material or shall be treated with an approved flame retardant. The use of non-treated tarpaulins is prohibited during the hours the event is open to the public. All tents shall have a permanently affixed label indicating the type of tent, size, fabric, or material type, a manufacturer's certificate, or a fabric sample.

3.3 Location and separation

Tents and canopies shall be located and separated as follows:

- 1) Tents and canopies shall maintain a distance of no less than 20 feet from structures, right-of-ways or property lines. (Location of the tent in relation to other tents, buildings or property lines is dependant upon the aggregate square footage and the use. For the purpose of determining required distances, support ropes and guy wires are considered part of the tent or membrane structure).
- 2) Tents shall have a minimum of a 12 feet firebreak on all sides, unless multiple tents or canopies are arranged or set side by side.
- 3) Tents and canopies **used for cooking** require 20 feet of separation from other tents; this does not include the adjacent cooking tents.

- 4) For tents **not used for cooking** the separation distance of 20 feet is not required when the aggregate floor area does not exceed 15,000square feet.
- 5) When multiple tents are arranged or set side by side, the aggregate length shall not exceed the required 150 feet for fire department access without a 20 feet firebreak.
- 6) A distance of 20 feet is required between cooking tents and non-cooking tents, booths, or other structures.
- 7) All cooking or heating appliances used in tents shall be a minimum of 10 feet from the exits or any combustible materials.
- 8) Tents are not allowed inside a structure unless approved by the Fire Marshal.
- 9) Sleeping is prohibited in any tent unless approved by the Fire Marshal.

3.4 Exits

The Fire Marshal shall approve occupant loads and exit locations. Exits shall be as follows:

- 1) The maximum distance to an exit shall not be more than 100 feet.
- 2) Exits are determined by the occupant load.
 - 2.1 Up to 10 occupants, one exit a minimum of 72 inches wide.
 - 2.2 From 10 to 199 occupants, two exits, each 72 inches wide.
 - 2.3 From 200 to 499 occupants, three exits, each 96 inches wide.
 - 2.4 For other membrane structures or occupant loads over 499, contact the Fire Marshal.
- 3) Exit signs are required in tents requiring two or more exits.
- 4) Exit signs shall have letters no less than 12 inches high and shall be lit by a power source when tents or membrane structures are occupied.
- 5) Guy wires, guy ropes, and other support members shall not cross exit ways at a height of less than 8 feet.

3.5 Combustible materials

Hay, straw, and similar combustible materials shall not be stored inside or within 30 feet of a tent being used for cooking or public assembly.

Exception: Materials necessary for one-day supply for feeding and care of animals.

- 1) Sawdust and shavings may be used for a public performance and exhibits when kept damp.
- 2) Combustible materials shall not be permitted under stands, bleachers or seats at any time.

Section 4 – COOKING & WARMING OF FOODS

4.1 General

Cooking includes the use of open flame cooking tops, fryers, skillets, WOKS, microwave, ovens, barbeques, and other specialty cookware. Cooking equipment shall be installed and utilized in accordance to manufacturer's listings.

4.2 Food Warming

Warming of food through the use of warming trays using open flames, hot plates, sterno cans, and similar devices not considered cooking equipment shall be approved by the Fire Marshal.

4.2 Exits

All food concession stands/booths shall have at least one exit for staff use that is a minimum 10 feet from cooking equipment, and approved by the Fire Marshal.

4.3 Location

Portable food vendors in tents or canopies shall not be located within 20 feet of amusement rides or devices. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent or canopy.

4.4 Extinguishers and covers

Each vendor booth where cooking is being conducted, indoor or outdoors shall provide the following:

- 1) A readily accessible **4-A: 40-B: C** rated fire extinguisher. Additional fire extinguishers of the same type and rating may be required to ensure that no employee will have to travel more than 30 feet to obtain a fire extinguisher.
- 2) A portable fire extinguisher having a **"K" rating** is required in any food concession stand/booth indoors or outdoors where cooking appliances produce grease or smoke laden vapors.
- 3) When deep fat frying with a liquid depth more than $\frac{1}{4}$ inch, a metal lid (or hard lid made from fire resistive material) that covers the entire cooking area shall be readily available.

4.5 Ventilation

Any cooking device that is **indoors, in a trailer, or in a combustible booth** and creates grease-laden vapors shall be provided with an approved hood and extinguishing system, or be the type with a self-closing lid or other form of self-extinguishment approved by the Fire Code Official.

All hood ventilating systems are required to be installed in accordance with the Oregon Mechanical Specialty Code and be cleaned prior to the start of the event and as often as needed to prevent the build-up of grease during the event.

Section 5 – HEATING

5.1 Heating equipment

Heating equipment includes electric or fuel burning appliances, portable or permanent heating devices, and heating devices that have open elements, open flames, or concealed elements. Heating equipment shall comply with the following:

- 1) All chimney pipes and venting appliances shall be protected to prevent burn injury and shall be maintained no less than 12 inches from combustible material or structures so as not to create a fire hazard.
- 2) Heating equipment shall be installed in accordance with the Oregon Electrical Specialty Code or the Oregon Mechanical Specialty Code and utilized per its listing.
- 3) Clearance from the appliance(s) to other combustibles shall be in accordance with the manufacturer's installation instructions. If no manufacturer details are available, clearance requirements shall be maintained at no less than 36 inches.
- 4) Portable space heaters that produce open or exposed flames are prohibited from use in tents, canopies, booths, or similar settings.
- 5) Patio/umbrella type heaters (gas or electric) are allowed for outside venues as long as they maintain clearance from combustibles per listing and are secured to prevent tipping. The Fire Code Official may allow these heaters in open-air indoor environments on a case-by-case basis.

Section 6 – LPG-COMPRESSED FLAMMABLE GAS-FUELS

6.1 Compressed Flammable Gases

Compressed flammable gases such as, but not limited to, propane, butane, natural gas, and acetylene shall comply with the following:

- 1) The storage and use of liquefied petroleum gas (LPG) is prohibited inside all buildings, portable concessions, or tents.
- 2) All LPG tanks shall be located on the exterior of buildings, booths, portable concessions, or tents.

Exception: LPG tanks not exceeding 5 gallons are permitted inside open-air canopies. Canopy sidewalls or other barriers that allow LPG vapors to pool and collect are not permitted when LPG tanks are used inside the canopy area.
- 3) LPG tanks shall be a minimum of 10 feet from combustible vegetation and trash containers.
- 4) LPG tanks shall be located so they are not in contact with or exposed to direct flame, high heat, or sparks. A clearance of no less than 20 feet is required between potential ignition sources and LPG tanks. The use of propane is prohibited in any basement environment.
- 5) LPG tanks shall be secured in an approved manner, rigidly supported by brackets, or secured upright with chains, or other approved method to prevent the tanks from tipping over.
- 6) Regulators are to be secured to the tank with vents turned downward and pointing away from buildings, booths, portable concessions, or tents.
- 7) Fuel lines that penetrate portable concession booths are to be protected from damage.
- 8) The filling of LPG tanks must be completed prior to the public opening of the event.

6.2 Flammable Liquids

Flammable liquids such as, but not limited to, gasoline, kerosene, paint-thinner, and motor oil shall comply with the following:

- 1) The storage, dispensing and use of flammable liquids is prohibited inside all buildings, portable concessions, or tents.

Section 7 – ELECTRICAL

7.1 General

All electrical equipment shall comply with the following:

- 1) Electrical equipment shall be listed or labeled and used in accordance with the listing or labeling instructions from the manufacturer.
- 2) Electrical wiring devices, appliances and other equipment shall be **ONLY** used if in good working condition. Modified or damaged equipment shall **NOT** be used.
- 3) Open junction boxes and open wiring splices shall be **PROHIBITED**. Approved covers shall be provided for all switch and electrical outlet boxes.
- 4) Outdoor public spaces or potentially wet environments shall have Ground Fault Circuit Interrupters (GFCI) installed in permanent wiring circuits. When NO GFCI is installed on permanent wiring circuits, removable GFCI cords or GFCI power tapes shall be used.
- 5) A minimum working space clearance of 30 inches wide, 36 inches deep, and 78 inches high shall be provided in front of all electrical equipment (electrical panels). **NO** materials shall be stored or located within the working space.

7.2 Appliances and lighting

Appliances and lighting shall comply with the following:

- 1) Household listed appliances shall **NOT** be used for commercial purposes.
- 2) Clamp type lights and appliances shall be secured so as to prevent them from moving or falling.

7.3 Extension cords – use

Extension cords shall comply with the following:

- 1) Extension cords shall NOT be a substitute for permanent wiring.
- 2) Extension cords shall be used ONLY with portable appliances.
- 3) Extension cords shall be plugged directly into an approved receptacle and shall serve only ONE portable appliance

Exception: Approved multi-plug extension cords.

7.4 Extension cords – location

Extension cords shall NOT be affixed to structures, extended through walls, ceilings or floors, under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Physical protection is required in public areas with foot traffic.

7.5 Ampacity – conductor sizes

The ampacity and conductor size of an extension cord shall comply with the following:

- 1) The ampacity of the extension cords shall NOT be less than the rated capacity of the portable appliance supplied by the cord. The minimum required rating is 15 amps.
- 2) Extension cords shall be a minimum of a 14 gauge, three-conductor size with polarized or grounded plug and receptacle.

7.6 Relocating power taps (power taps)

Power taps shall comply with the following:

- 1) Multi-plug adapters, such as cube adapters shall be approved and listed. Adapters without visible listings or markings will NOT be allowed. Multi-plug adapters must be plugged directly into an electrical receptacle.
- 2) Power taps (fused power strips) shall be listed, and must have over current protection (circuit breaker) integrated into the tap.
- 3) Power tap cords and receptacles shall be polarized or grounded type.
- 4) Power taps shall be directly connected to a permanently installed receptacle. Power taps CANNOT be connected to each other creating a chain of power taps.

7.7 Temporary wiring (other than extension cords)

Temporary wiring shall comply with the following:

- 1) All temporary wiring requires an electrical permit.
- 2) Temporary wiring for electrical power and lighting installations is allowed for a period of time NOT to exceed 90 days.
- 3) Temporary wiring attached to a structure shall be attached on an approved manner per the Oregon Electrical Specialty Code.

Section 8 – FENCED EVENTS – BEER GARDENS AND CONCERTS

8.1 Fenced events

Fenced events shall comply with the following:

- 1) Fenced areas with an occupant load of more than 50 people require at least two exits. Additional exits may be required depending on the occupant load.

- 2) Exits shall not be chained or locked, and shall be easily opened from inside the fenced area.
- 3) Exits shall be marked with an exit sign.
- 4) Egress and emergency lighting may be required at night or after sunset.
- 5) Exit doors/gates shall swing in the direction of egress travel.

Section 9 – LIVESTOCK BARNs AND ARENAS

9.1 Barns and arenas

Barns and arenas shall comply with the following:

- 1) Livestock areas are not to be used as sleeping quarters, unless approved by the Fire Code Official.
- 2) Parking of motorized vehicles, camp trailers, and campers inside livestock barn areas shall be prohibited.
- 3) Exit doors and egress shall be maintained at all times; i.e. movement of animals.
- 4) Portable heaters are prohibited in livestock buildings where hay, straw, or combustible products are present.
- 5) Heat lamps for newborn animals must be secured and protected in an approved manner.
- 6) Quantities of straw, hay, or similar combustible products shall be limited to a one-day supply.
- 7) Electric shears, blowers, fans, and vacuums shall be polarized and grounded, in good condition, and shall be only used per listing (i.e. wet areas, dusty areas).

Section 10 – GUNSHOWS

Gun shows shall comply with the following:

- 1) Indoor storage and display of black powder, smokeless powder, smokeless propellants and small arms ammunition shall comply with NFPA 495.

Section 11 – FIREWORKS DISPLAY

The display of fireworks including proximate audience displays, and pyrotechnic special effects in motion picture, television, theatrical, and group entertainment productions shall comply with the following:

11.1 Display Operator Certification

- 1) General and limited display operators must be certified by the Oregon Office of State Fire Marshal (OSFM).
- 2) Special effects displays do not require a certified operator at this time.

11.2 Permits

- 1) Permits for Public display fireworks are required by the OSFM, and include the following
 - A. General (Division 1.3G, Division 1.4G, and Special effects fireworks).
 - B. Limited (Division 1.4G only).
 - C. Special Effects Display (Special effects fireworks only).
- 2) Each date and/or time of display requires a separate permit.

Exception: Special effects display permits for exact and consecutive displays (i.e. theater performances).

- 3) Permit applications for **Public displays** shall include the following:
 - A. A diagram of the location where the display will be conducted, including the site from which fireworks will be discharged; mortar pipe schedule size, height, width, and staking procedure; the location

(required clearances) for spectators, and spectator parking areas; buildings, roads, and combustibles; and overhead obstructions and utilities.

- B. A written plan describing abatement of nearby natural vegetation; crowd control measures; smoke control measures; provisions for standby personnel and equipment; firing and discharge procedures; and procedures to follow, and actions to be taken in the event a shell fails to ignite in, or discharge from, a mortar or fails to function over the fallout area or other malfunctions.
- 4) Permit applications for **"Proximate" audience displays** shall include the following:
- A. A diagram of the location where the display will be conducted, including the site from which proximate fireworks will be discharged; the location of (required clearances) for spectators, and spectator parking; buildings, roads, and combustibles; and overhead obstructions and utilities.
 - B. A written plan describing abatement of nearby natural vegetation; crowd control measures; smoke control measures; provisions for standby personnel and equipment; firing and discharge procedures; and procedures to follow, and actions to be taken in the event a firework malfunctions.
- 5) Permit applications for **"Gas Mines" and/or "Ghost Mines" special effects**:
- A. The public display of Gas Mines and/or Ghost Mines special effects is **strictly prohibited** in the service area of DCFD.2.
- 6) Approved displays shall comply with the following:
- A. They shall include only approved Division 1.3G, Division 1.4G, and Division 1.4S fireworks.
 - B. They shall be handled by an approved and competent (certified by the OSFM and/or BATFE) display operator.
 - C. The fireworks shall be arranged, located, fired and discharged in a manner that will not pose a hazard to property or endanger any person.
- 7) Storage of fireworks at display site shall comply with the following:
- A. Beginning as soon as fireworks have been delivered to the display site, they shall not be left unattended.
 - B. Shells shall be inspected by the display operator or assistant after delivery to the display site. Shells having tears, leaks, broken fuses or signs of having been wet shall be set aside and shall not be fired. Aerial shells shall be checked for proper fit in mortars prior to discharge. Aerial shells that do not fit properly shall not be fired. After the display, damaged, deteriorated, or dud shells shall either be returned to the supplier or destroyed in accordance with the supplier's instructions and the OFC.
- Exception:** Minor repairs are allowed. For electrically ignited displays, attachment of electric matches and similar tasks are allowed.
- C. After delivery to the display site, and prior to the display, all shells shall be separated according to their designation as salutes.
- Exception:** Electrically fired displays or displays where all shells are loaded into mortars prior to the show.
- D. Display fireworks (Division 1.3G) that will be temporarily stored at the site during the fireworks display shall be stored in ready boxes located upwind, and at least 25 feet from the mortar placement and separated according to size and their designation as salutes.

Exception: Electrically fired displays or displays where all shells are loaded into mortars prior to the show.

- E. Mortars for firing fireworks shells shall be positioned so that shells are propelled away from spectators and over the fallout area. Under no circumstances shall mortars be angled toward the spectator viewing area. Prior to placement, mortars shall be inspected by the display operator or assistant for defects, such as dents, bend ends, damaged interiors and damaged plugs. Defective mortars shall not be used.
- F. Aerial shells shall be carried to mortars by the shell body. For the purpose of loading mortars, aerial shells shall be held by the thick portion of the fuse and carefully loaded into mortars.
- G. Whenever in the opinion of the fire code official or the display operator a hazardous condition exists, the fireworks display shall be discontinued immediately until such time as the dangerous situation is corrected.
- H. After the display, the firing crew shall conduct an inspection of the fallout area for the purpose of locating unexploded aerial shells or live components. This inspection shall be conducted before public access to the site must be allowed. Where fireworks are displayed at night and it is not possible to inspect the site thoroughly, the display operator or designated assistant shall inspect the entire site at first light. A report identifying any shells that fail to ignite in, or discharge from, a mortar or fail to function over the fallout area or otherwise malfunction shall be filed with the Fire Code Official.
- I. Any shells found during the inspection shall not be handled until at least 15 minutes have elapsed from the time the shells were fired. The fireworks shall then be doused with water and allowed to remain for at least 5 additional minutes before being placed in a plastic bucket or fiberboard box. The disposal instructions of the manufacturer as provided by the fireworks supplier shall then be followed in disposing of the fireworks in accordance with the provisions of the code.