

CALIFORNIA STATE UNIVERSITY, EAST BAY

SPECIAL EVENT GUIDELINES

REQUIREMENTS

All special events are required to be submitted to 25 Live. University Facilities Rental will review the Fire Marshal Permit requirement with PDC. Please see the Special Event Permit Application Checklist for more information.

SEATING

- A. Folding chairs at events are limited to no more than 100 seats per row.
- B. In events of greater than 200 seats, the seats are to be bonded (tied together) in groups of three minimum.
- C. There shall be a clear space of not less than 12" measured horizontally between the back of backrest of each seat and the front immediately behind it. The minimum spacing of rows of seats measured from back to back shall be:
 - 1. 22" for seats without backrests
 - 2. 30" for seats with backrests
 - 3. 33" for chair seating

TENTS and CANOPIES

- A. Canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the state fire code official.
- B. All tents and canopies used in California shall be made from nonflammable material or material approved by the State Fire Marshal.
- C. All tents and canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.
- D. Open flame or other device emitting flame, fire, heat, charcoal or other cooking device **shall not** be permitted inside or **located within 20 feet** of a tent or canopy unless approved by the state fire marshal.
- E. Anchoring for tents must be done without any object being driven into the ground. Water barrels or other means of support are recommended to prevent damage to underground infrastructure.
- F. Large vehicles must keep to paved surfaces and cannot drive on lawns due to the possibility of turf and irrigation damage. In limited cases where vehicles must access lawn areas, foundation support will be supplied (plywood or other surfaces) to prevent turf damage.

SMOKING PROHIBITED

Smoking is not permitted in any tent or canopy, and in any adjacent areas where highly flammable materials are kept. "No Smoking" signs shall be conspicuously posted in all tents and canopies opened to the public and whenever otherwise specified by the enforcing authority.