

Tent Safety Guidelines for Organizers

Before use, any tent larger than 10 feet by 10 feet [must be inspected](#) and approved by Northwestern [Environmental Health and Safety](#) and the local fire department for code compliance and safety. After approval, organizers are expected to follow these guidelines to maintain a safe environment for workers, attendees, and property throughout the event.

- Adhere to the requirements outlined in the [City of Evanston Tent Inspection Checklist](#)
- Monitor weather forecasts for high winds, lightning, and storms, and have a wind-action plan if speeds exceed tent limits or if structural instability is observed
- Conduct pre- and post-event walkthrough inspections to ensure no hazards are present
- Do not exceed the maximum occupancies provided by the tent vendor
- Maintain clear aisles (minimum 36 inches), exit paths, and exits at all times
- Do not create trip hazards, such as uneven or unsecured flooring, or run cables through foot-traffic areas without cable covers
- Smoking (including electronic cigarettes and vaping) and open flames (e.g., tiki torches, pyrotechnics, sparking devices) are prohibited in tents and within 25 feet of tents
- Do not remove, tamper with, or block emergency equipment (e.g., fire extinguishers, exit signs)
- Do not alter, move, or enlarge tents or add cooking, heating, or generator equipment after inspection without prior approval
- Do not hang heavy objects from tent frames unless they are designed for such loads
- Do not modify tent components such as panels, stakes, or straps
- Extinguish all heat sources and disconnect non-essential electrical equipment when not in use or overnight
- Regularly inspect the tent for loose stakes, frayed ropes, sagging fabric, or structural support damage (including after inclement weather), and promptly report any issues to the tent vendor