PURPOSE OF THE POLICY
The purpose of this policy is for University outdoor events for large groups to comply with all local regulatory requirements (New York City Department of Buildings and the New York City Fire Department) for Places of Assembly.

SCOPE OF THIS POLICY
Quick safe egress of large groups of people from spaces during an emergency requires sufficient exits and an orderly evacuation procedures. Regulations require groups of over 200 persons have a permit for a temporary Place of Assembly. This policy does not apply to functions occurring on city streets such as street fairs. Additionally, personnel are needed to fulfill egress functions as outlined in this policy.

WHO NEEDS TO KNOW THIS POLICY
This policy applies to all New York University academic, commercial, and residential groups holding outdoor events requiring a temporary Place of Assembly permit used for groups over 200 persons.

PROCEDURES FOR IMPLEMENTATION

Responsibilities:

Department of Environmental Health and Safety
Environmental Services will transmit the necessary information to the responsible parties to insure that the University personnel are knowledgeable regarding regulatory requirements.

Directors or Department Chairs
The Dean/Vice President or their designated representative in charge of groups making arrangements for outdoor events will insure the proposed area of assembly complies with all regulatory requirements.

Facilities Manager, Department Manager, Construction Manager and Supervisors
Office of Construction Management will obtain the necessary Place of Assembly permit from the Department of Buildings.

The manager of the each individual space will insure all personnel have the New York City Fire Department required certificates as Fire Guards.

Public Safety
The Public Safety Department will obtain the necessary guards.

Maintenance and Housekeeping

Medical Surveillance
POLICY DEFINITIONS
UNIVERSITY POLICY

Temporary Places of Assembly

1. All University outdoor areas i.e., Gould and Schwartz Plazas, having events with over 200 persons shall have a valid Temporary Place of Assembly permit.

2. The Office of Construction Management will obtain permits for those spaces with occupancies of greater than 200 people and shall provide copies of permits and approved plans to Facilities Managers and Maintenance and Operations Departments and the Public Safety Department.
   a. Groups planning outdoor activities requiring a permit shall submit the necessary information to the Office of Construction Management: date and location of the event, the number of expected attendees, facilities to be placed at the site, i.e., tents and seating arrangements, and catering intentions. Cooking with propane tanks is prohibited. Notification shall occur 60 days prior to the date of the event.
   b. Should a sound permit be required the Public Safety Department needs to be contacted

Supervision during Activities

1. Each activity shall have a NYU employee, the Dean/Vice President or their designated representative, present during an event.

2. There shall be one certified Fire Guards for every 100 people of occupancy at an event or the number required by the permit. It shall be the responsibility of the Dean/Vice President or their designated representative to insure the guards are retained for the event.
   a. Fire Guards shall maintain current certification from the New York City Fire Department.
   b. Public Safety in conjunction with the end user will provide Fire Safety Guards during and after events.

General Life Safety

1. No fire protection or life safety features are to be tampered with or disabled.

2. Personal protective equipment shall be used during setup (i.e., safety shoes, eye protection, etc.).

3. Equipment, i.e., tents, shall be engineered, constructed and installed (and adequately secured) to provide for the safety of the cast, crew and audience.

Fire Prevention

1. No flammable items are permitted. All combustible materials including decorations and fabrics shall be flameproofed. This will be accomplished either by being treated with flame retardant that has a Certificate of Approval from the NYC Fire Department and is applied by an individual with the requisite Certificate of Fitness; or manufactured with flameproofing and has an approval from the NYC Fire Department.
2. All construction shall be of treated fire retardant lumber. Where treated wood can not be used, the final product shall be treated using an approved fire retardant material in accordance with New York City regulatory requirements. The application of the fire retardant treatment shall be performed by an individual with the required Certificate of Fitness issued by the New York City Fire Department.

3. Use of an open flame during a production requires a permit issued by the New York City Fire Department. The Building Manager and/or Environmental Services will assist in obtaining the permit. At least three (3) weeks prior notice must be provided.

Seating

1. The Occupant Load may not exceed the capacity limits of the Permit of Assembly for the space.

2. For movable seating:
   a. All aisles shall be 44” wide and lead to a cross aisle that leads directly to an exit.
   b. No dead end aisles shall exceed 20’ in length, from seat to a cross aisle or exit.
   c. Rows of seats, opening onto an aisle at one end shall have no more than seven (7) seats. Rows of seats opening onto an aisle at both ends shall have no more than fourteen (14) seats.
   d. Seats shall be spaced with a minimum of 12” from the back of one row to the front of the next.
   e. All chairs must be fastened together into rows. There shall be no makeshift or bleacher seating.

RELATED POLICIES
NYU Environmental Health and Safety Policy

RELEVANT RESOURCES