These guidelines should only be used for reference for event planning. If unsure, please consult the Environmental Health and Safety (EHS) office for specific requirements pertaining to the event. If the event is under 50 persons or an academic classroom, departmental office/meeting room or another space not typically used for hosting events some of these guidelines may not apply since these spaces do not meet the definition of an Assembly Space. When in doubt, please ask.

The definition of an assembly space according to the National Fire Protection Association is:

An occupancy (1) used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or (2) used as a special amusement building, regardless of occupant load.

Event Planner or Coordinator
An Event Planner, responsible for the event and ensuring that the guidelines set forth in this document are followed, must be appointed for each event.

Event Type & Location
Determine the type of event, the expected attendance, and layout you are anticipating. Be sure to determine that the space intended to be occupied will meet your needs and meet the standards in these guidelines.

Setup
Evaluate how the space will be set up according to the intended use. Determine if there will be tables and chairs or if the event will be standing room. Guests should be able to push back their seats and exit easily so be sure to allow enough space. Single rows of seating should never exceed 100 chairs.

Occupancy Load
Refer to the enclosed Assembly Space Limits document showing assembly space occupancy limits permitted in different buildings. Depending on the space being utilized and the arrangement, this number could be subject to change by the EHS office and/or the local authority having jurisdiction (Brunswick Fire Department).

Crowd Management & Fire Suppression
All assembly events must provide a minimum of one trained crowd manager along with an additional trained crowd manager for every 250 persons in attendance. Crowd management and fire extinguisher training are required, and valid for three and one year, respectively. Internet-based training can be obtained at the links provided below.

Crowd Management Training: Create an account, log-in, complete the 18-minute training and quiz, and print and save certification in training records.
Fire Extinguisher Training: Write a brief description of the training, print your name, date, sign, and save documentation in training records.

Means of Egress
Two adequate means of egress remotely separated from each other must be provided. Additional exits could be required depending on occupant load. Exits should always be unobstructed and maintained in good working order. Exit signs and emergency lighting should be present, visible, and operational. Know the locations of manual fire alarms pull stations and keep them visible and accessible.
Construction and/or Maintenance Activities
Construction and/or maintenance activities may render a space unsuitable for events and/or reduce allowable occupancy. An example might be an egress door or path blocked for construction. In such cases please refer the situation to the EHS office for assistance in resolving the situation.

DigSafe
Prior to conducting activities that disturb the ground, a “DigSafe” evaluation must be performed. This would affect an event if tent installation was required, and stakes were driven into the ground. In this example, DigSafe procedures must be followed. Please see the College’s Digsafe policy for more information.

Open Flames and Pyrotechnic Devices
The use of open flames and pyrotechnic devices including smoke machines is prohibited. Enclosed candles may be authorized with approval from the EHS office for special events and religious gatherings. See the enclosed candle safety poster.

Fire Alarm Activation
Action should be taken to mitigate false activation of fire alarm systems whenever possible while still providing adequate life safety protection. Utilizing fog machines for concerts, laser tag, or other events that could cause false alarms may require deactivating the smoke detection system and implementing a fire watch until the system can be reactivated. Such events will require approval from the EHS office. If approval is granted, fog machines must be used per the manufacturer requirements and not obscure visibility.
## Location

<table>
<thead>
<tr>
<th>Location</th>
<th>Building</th>
<th>Non-Concentrated Use (Seated Dining, Tables and Chairs)</th>
<th>Concentrated Use (Standing, Dancing, or Raw Testing)</th>
<th>Maximum Capacity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Osterman House</td>
<td>Osterman House</td>
<td>42 (Not Assembly Use)</td>
<td>36 (Not Assembly Use)</td>
<td>378</td>
<td>SKF Post-Tested</td>
</tr>
<tr>
<td>Lerner House</td>
<td>Lerner House</td>
<td>54 (Not Assembly Use)</td>
<td>48 (Not Assembly Use)</td>
<td>541</td>
<td>SKF Post-Tested</td>
</tr>
<tr>
<td>Pickard Theater</td>
<td>Memorial Hall</td>
<td>81 (F3)</td>
<td>81 (F3)</td>
<td>101</td>
<td>COO</td>
</tr>
<tr>
<td>Mooney Hall</td>
<td>Mooney Gym</td>
<td>1542</td>
<td>1542</td>
<td>1542</td>
<td>SKF Post-Tested</td>
</tr>
<tr>
<td>Quincy 1st Floor</td>
<td>Quincy House</td>
<td>140</td>
<td>140</td>
<td>250</td>
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</tr>
<tr>
<td>Sprague Gym</td>
<td>Sprague Gym</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>SKF Post-Tested</td>
</tr>
<tr>
<td>Smith Auditorium</td>
<td>Smith Hall</td>
<td>150 (F3)</td>
<td>150 (F3)</td>
<td>150</td>
<td>COO</td>
</tr>
<tr>
<td>Mellen Lounge</td>
<td>Mellen Lounge</td>
<td>205</td>
<td>205</td>
<td>205</td>
<td>SKF Post-Tested</td>
</tr>
<tr>
<td>Haffen House</td>
<td>Haffen House</td>
<td>205</td>
<td>205</td>
<td>205</td>
<td>SKF Post-Tested</td>
</tr>
<tr>
<td>Rehearsal Hall</td>
<td>Rehearsal Hall</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>SKF Post-Tested</td>
</tr>
<tr>
<td>Stetson Auditorium</td>
<td>Stetson Auditorium</td>
<td>380 (F3)</td>
<td>380 (F3)</td>
<td>380</td>
<td>COO</td>
</tr>
<tr>
<td>Dining Hall</td>
<td>Dining Hall</td>
<td>840</td>
<td>840</td>
<td>840</td>
<td>COO</td>
</tr>
<tr>
<td>Whelan Hall</td>
<td>Whelan Hall</td>
<td>274 (F3)</td>
<td>274</td>
<td>274</td>
<td>COO</td>
</tr>
<tr>
<td>Museum Store</td>
<td>Museum Store</td>
<td>458</td>
<td>458</td>
<td>458</td>
<td>COO</td>
</tr>
<tr>
<td>Waterson Arena</td>
<td>Waterson Arena</td>
<td>458</td>
<td>458</td>
<td>458</td>
<td>SKF Post-Tested</td>
</tr>
</tbody>
</table>

### Notes:
1. Non-Concentrated Use (Tables and Chairs) requires 16 sq. ft. per person minimum. Concentrated Use (without tables and chairs) requires 7 sq. ft. per person minimum (SFMO/IFFA).
2. Lack of a second direct egressway requires use of a lower occupancy number regardless of concentration of use.
3. If the room is used for multiple purposes, the allowable occupancy is halved (per SFMO/IFFA).
4. Any assembly event requires a crowd manager and an additional crowd manager for every 200 people thereafter.
5. Academic classrooms, departmental offices and meeting rooms, and other spaces not typically used for hosting events are excluded from this listing.
6. The Event Planner must consider the maximum occupancies per area, adjust accordingly, and account for occupancies to ensure that the maximum occupancies, egress capacities, and travel distances are not exceeded. Facilities Management and Environmental Health and Safety shall review egress for large events that do not have an established Egress Analysis.

**SRBD**: State Fire Marshal’s Office  
**BFDO**: Brunswick Fire Department  
**COO**: Certificate of Occupancy  
**FD**: Fixed Testing  
**MU**: Microsite imaging

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**Occuaptant Loads are Subject to Change Based on Use as Defined by the Office of Environmental Health and Safety**

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Bowdoin College  
Office of Environmental Health and Safety  
Event Safety Planning Guidelines
Candles may be pretty to look at but they are a cause of home fires — and home fire deaths. Remember, a candle is an open flame, which means that it can easily ignite anything that can burn.

"CANDLE WITH CARE"

- Blow out all candles when you leave the room or go to bed. Avoid the use of candles in the bedroom and other areas where people may fall asleep.
- Keep candles at least 12 inches away from anything that can burn.

Think about using flameless candles in your home. They look and smell like real candles.

IF YOU DO BURN CANDLES, make sure that you...

- Use candle holders that are sturdy, and won’t tip over easily.
- Put candle holders on a sturdy, uncluttered surface.
- Light candles carefully. Keep your hair and any loose clothing away from the flame.
- Don’t burn a candle all the way down — put it out before it gets too close to the holder or container.
- Never use a candle if oxygen is used in the home.
- Have flashlights and battery-powered lighting ready to use during a power outage. Never use candles.

Candles and Kids

Never leave a child alone in a room with a burning candle. Keep matches and lighters up high and out of children’s reach, in a locked cabinet.

FACTS

- December is the peak time of year for home candle fires.
- Roughly one-third of home candle fires start in the bedroom.
- More than half of all candle fires start when things that can burn are too close to the candle.

Your Source for SAFETY Information
NFTA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169

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