



MEDFORD
FIRE

Public Assembly Event Packet

Please Read Carefully

PRIOR TO HAVING AN EVENT

You must obtain a license from the City of Medford Finance Department and a Places of Assembly Permit from the Medford Fire Department. Contact the City of Medford Finance Department at **541-774-2025** in advance of your event to determine which license you need.

The Places of Assembly Permit can be obtained from Medford Fire Department headquarters, located at 200 S. Ivy Street Room #180.

- The permit application is contained in this packet. There is no fee for this permit. The purpose of this permit is to gather information about the event and ensure public safety.
- A detailed seating/use plan is required for events that include chairs only, tables and chairs, stages, displays, exhibits, or any other setup that requires egress planning. See plan example on page 4 of this packet.
- Crowd managers are required for events with more than 1,000 occupants. The required ratio is a minimum of one crowd manager to every 250 persons.

INSPECTIONS: If a Places of Assembly permit is required for your event, an inspection is also required and will be scheduled when you submit your application. The inspection must be scheduled after the event is fully set up but before the public is admitted. An inspector will review the set-up of tables, chairs, stages, booths, entrances, egresses, etc. A fee of **\$150** will be assessed for any event inspection that is scheduled, 1) before 8:00 AM or after 4:30 PM on a regular business day (Monday-Friday, non-holidays); 2) on a Saturday or Sunday; 3) on a holiday. The After-Hours inspection fee of \$150 must be paid at the time of permit application.

The sponsor of the event is subject to a citation if the above requirements are not met.

Additional Permits that may be required by the Fire Department

- Tent Permit
- Vehicle Display Permit

Activities NOT permitted by this permit

- Indoor pyrotechnic displays are prohibited in most occupancies. You must consult Medford Fire-Rescue and apply for a permit if you are planning a pyrotechnic event.

Additional permits that may be required by other agencies

- Jackson County Environmental Health Department 541-774-8206
- OLCC & Medford Police (alcohol use) 541-776-6154

Public and Fire Safety information

This occupancy contains an exiting system designed to ensure a safe and prompt evacuation of the building. Egress obstructions and overcrowding are prohibited.



Excerpts from the Oregon Fire Code Requirements

Occupant Load Factors (sq. ft. per occupant)

- Standing Only = 5 (Concentrated Use)
- Seating Only = 7 (Concentrated Use)
- Tables and Chairs = 15 (Less Concentrated Use)

Min. # of Exits for Occupant Load (per story)

- One (up to 49 occupants-1 story only)*
- Two (50-500 occupants or)
- Three (501-1,000 occupants)
- Four (> 1,000 occupants)

*Note: Two exits are required per each second story balcony area.

Posting of Maximum Occupant Load

- The maximum occupant load, determined by the Building/Fire Official, must be posted in a conspicuous place near the main exit.

Main Exit

- Must be sufficient to accommodate 50% of occupant load for occupant load > 300. Exception: Where there is no well-defined main exit, exits shall be permitted to be distributed around the perimeter.
- Doors must have panic or fire exit hardware when the occupant load is 50 or more.

Egress Components

- Stairway width minimum = 0.3 inches per occupant.
- Other components width minimum = 0.2 inches per occupant.

Means of Egress

- Evaluate exit paths to make sure that they are adequate.
- They must be free from obstructions.
- Exit doors shall not be locked or blocked.
- The required width of the corridor shall not be obstructed. Combustible materials shall not be stored in exits or exit enclosures.

Exit Signs and Emergency Lighting

- Illuminated exit signs are required when there are two or more required exits.
- Emergency lighting is required in Assembly occupancies having 50 or more occupants or occupancies used exclusively for religious purposes having an occupant load of 300 or more.



Oregon Fire Code, continued

Announcements

- Pre-performance audible announcements shall be made for non-continuous programs not more than 10 minutes prior to the start of each program to notify the occupants of the location of exits to be used in the event of a fire or other emergency.

Seating Plan

- An approved seating plan (approved by Fire Department) shall be provided when using loose tables and/or chairs. This is basically a floor plan of the assembly area showing the seating arrangement, exit doors and exit aisles.
- See the diagram on the next page for an explanation of code requirements for loose seats, minimum aisle widths, minimum widths between seats and tables, and maximum travel distance along seat rows.

Fire Extinguishers

- Minimum rated 2A10BC (5-lb), readily visible and mounted.
- Maximum travel distance to get to a fire extinguisher is 75'.

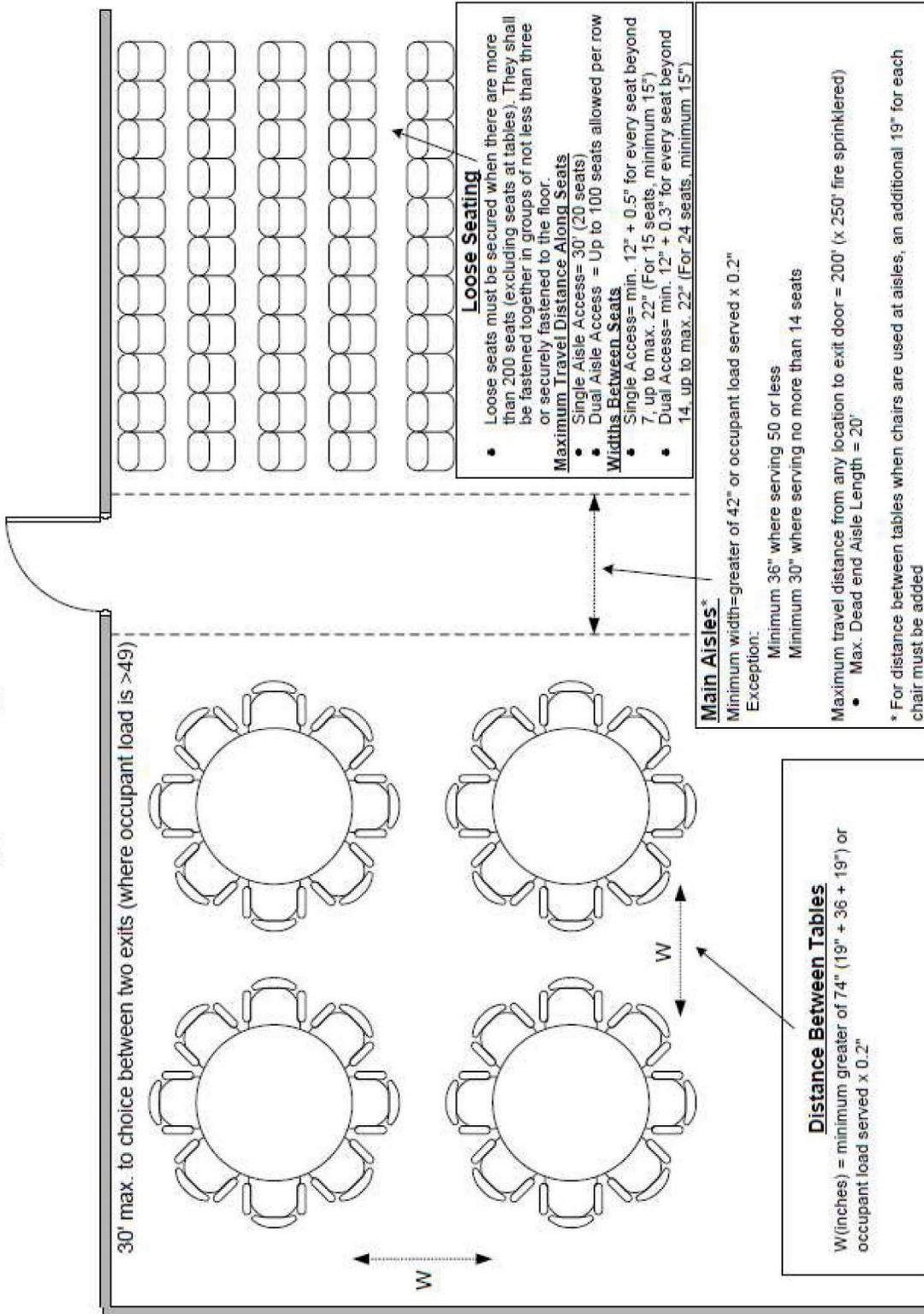
Fire Safety and Evacuation Plans

- A fire safety and evacuation plan is required for assembly occupancies. These plans shall be reviewed and updated annually and shall be available in the workplace for reference and review by employees, and copies shall be furnished to the fire code official for review upon request. They shall include the fire evacuation plans and fire safety plans.

Exception: Assembly occupancies used exclusively for purposes of religious worship that have an occupant load less than 2,000.



Seating Arrangement and Aisles



Width for Single Access

- 7 = 12"
- 8 = 12.5"
- 9 = 13"
- 10 = 13.5"
- 11 = 14"
- 12 = 14.5"
- 13 = 15"
- 14 = 15.5"
- 15 = 16"
- 16 = 16.5"
- 17 = 17"
- 18 = 17.5"
- 19 = 18"
- 20 = 18.5"
- 21 = 19"
- 22 = 19.5"
- 23 = 20"
- 24 = 20.5"
- 25 = 21"
- 26 = 21.5"
- 27 = 22"

Width for Dual Access

- 14 = 12"
- 15 = 12.3"
- 16 = 12.6"
- 17 = 12.9"
- 18 = 13.2"
- 19 = 13.5"
- 20 = 13.8"
- 21 = 14.1"
- 22 = 14.4"
- 23 = 14.7"
- 24 = 15"
- 25 = 15.3"
- 26 = 15.6"
- 27 = 15.9"
- 28 = 16.2"
- 29 = 16.5"
- 30 = 16.8"
- 31 = 17.1"
- 32 = 17.4"
- 33 = 17.7"
- 34 = 18"
- 35 = 18.3"
- 36 = 18.6"
- 37 = 18.9"
- 38 = 19.2"
- 39 = 19.5"
- 40 = 19.8"
- 41 = 20.1"
- 42 = 20.4"
- 43 = 20.7"
- 44 = 21"
- 45 = 21.3"
- 46 = 21.6"
- 47 = 21.9"
- >48 = 22"



PLACES OF ASSEMBLY EVENT PERMIT APPLICATION

(Required where >100 occupants are expected)

APPLICATION #: _____

(Issued by Fire Department)

Name of Applicant: _____
Please Print

Address: _____
Address City Zip

Telephone Number: (Home) _____ (Work) _____

Person in Charge of Event: _____

Telephone Number: (Home) _____ (Work) _____

Email address: _____

Site Address: _____

Date(s) and Time(s) of Use: _____

Inspection Setup Time: _____

Description of Event: _____

Expected Capacity (# of Occupants): _____

Other Pertinent Information: _____

Crowd managers are required where there will be more than 1,000 occupants. The ratio is a minimum of one crowd manager to every 250 persons.

A detailed seating/use plan is required for events that include setup of chairs only, tables and chairs, stages, displays, exhibits, or any other setup that requires egress planning.

LIABILITY: THIS PERMIT DOES NOT RELIEVE THE PERMITTEE FROM CRIMINAL OR CIVIL LIABILITY FOR DAMAGES ARISING FROM EVENTS OCCURRING UNDER HIS/HER CONTROL. VIOLATIONS OF THE REQUIREMENTS MAY RESULT IN THE ISSUANCE OF A CITATION OR CIVIL PENALTY.

Issued By: _____ **Date:** _____
(Fire Code Official)

Possible required related permits include tent, vehicle display, and open flames/candles.

I have read and understand the above and agree to the conditions.

Permittee or Permittee's Agent: _____ **Date:** _____ *(Signature)*

A PERMIT WILL BE ISSUED (SEPARATE DOCUMENT) IF/WHEN THE APPLICATION AND REQUIRED INSPECTIONS ARE APPROVED.