Revised 07/01/2026

GREENSBORO COMPLEX
OPERATIONAL REGULATIONS

The following regulations are considered as prescribed procedure and conduct relevant to the execution of any facility lease agreement and usage of the Complex facility and/or services:

SECTION A: RENTAL PROCEDURES

1. LEASE AGREEMENT: All uses of the Complex shall be permitted only after proper execution of a formal rental/lease agreement or other written Complex authorization. The Complex General Manager may choose to rent Complex facilities under any terms and conditions he/she deems necessary to attract an event. For first-time lessees, Complex Management may require completion of a Complex rental application.

2. EVENT INFORMATION: The Lessee is required to furnish in writing any information requested by the Complex Management to determine type of event, facilities, arrangements, and any special services and equipment necessary to the staging, production and proper management of any event scheduled.

   In the event of an exhibition presentation, i.e. trade show or consumer show, information shall be furnished to Complex Management as to the exact location of all booths and equipment indicating utility connections and requirements, and must have such diagrams approved prior to move-in by the Complex General Manager or his/her designee. Submission of requested information and event production requirements after the time set by the Complex shall be subject to surcharges and/or penalties necessitated by additional personnel and/or materials to comply with such tardy requests.

3. DEPOSIT(S): Deposit(s) for rental fees or services shall be remitted at the time(s) and in the form as prescribed by Complex Management. If more than one request is received for the same function space on the same date, or depending upon the nature of the event, Complex Management may require full payment of the minimum rental and all services and fees in advance upon demand. All payments shall be non-refundable in the event of cancellation by the Lessee within the time as prescribed by the General Manager.

   All rental fees, service fees and deposits shall be paid in money of the United States of America in the form of a certified check or other manner deemed adequate by the Complex Management.

4. DATE AVAILABILITY: Requests for tentative dates will be honored for pre-determined periods at which time they will be canceled unless permittee gives notification of his/her firm intention in a manner acceptable and such intention is accepted by Complex Management.

5. LEASE EXPIRATION: Issued contract documents shall be considered null and void if not executed per Lessor's requirements within the time period specified. The Complex General Manager may choose to rent Complex facilities under any terms and conditions he/she deems necessary to attract an event.

6. CONFIDENTIALITY: Information concerning booked dates, promoting organizations, contractual terms and "reserved dates" <u>are available only to authorized persons</u>.

SECTION B: FACILITY USAGE

1. DAMAGES: All parties using the facility are responsible for any and all damage to the buildings, furnishings, fixtures, or equipment sustained from such use, whether caused by Lessee or his/her agents, or patrons, ordinary wear and tear excepted.

   No material or equipment shall be attached to any part of the buildings so as to damage the buildings. Users shall be required to make suitable arrangements with the assigned Event Manager for the protection of all Complex premises involved.

2. MACHINERY, FLAMMABLE LIQUIDS & MATERIALS, AND ELECTRICITY: No one shall erect any engine, motor or other machinery on the premises or use any gas, electricity, flammable liquid, materials or charcoal therein, without prior written approval of the assigned Event Manager. Approval of any vehicle display will only be made with the proper safety procedures as deemed necessary by Complex Management.

   All electrical connections of any kind must be made by approved Complex Maintenance/Production personnel, and all house equipment must be operated by personnel approved by Complex Management.

3. SIGNS, POSTERS AND LITERATURE: The Lessee shall not be allowed to post or permit to be posted any signs upon the premises or permit anything that will tend to injure, mar, or in any manner deface the premises, and will not permit nails, hooks, adhesive fasteners, tacks, or screws to be installed on any part of the buildings or premises. Signs may only be posted on billboards provided for such use, and all signs, advertisements, show cards and posters must relate to the performance or exhibition to be given on the premises. The hanging of pictures, banners or any other items on walls or draperies requires prior written approval of the assigned Event Manager. The Lessee shall not distribute or circulate or permit to be circulated, any advertising matter or programs at the entrance to or on any part of the premises that does not pertain to the immediate attractions, and such material must have prior approval of Complex Management, and at no time shall any such advertising matter or programs be distributed or circulated on parking facilities or interior sidewalks adjacent to the facilities without written approval of the Complex Management.

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5. OPERATION OF LEASED PREMISES: Each Lessee shall accept the premises in the condition he/she finds them, and in the event any lessee or user finds it necessary to remove or change the location of any stage, rigging or equipment, seating devices or fixed equipment, such changes shall be made at his/her expense; and the Lessee shall agree to change all such equipment, stages and rigging back to the condition in which same was found. No Lessee shall make any such changes or alterations without prior written approval of the assigned Event Manager.

6. PROGRAM INTERMISSION: For any artistic program or programs lasting one and one-half hours or more, an intermission of not less than fifteen (15) minutes shall be held, unless prior written approval to the contrary is obtained from the General Manager.

7. OBJECTIONABLE PERFORMANCES OF PERSONS: Any proposed use of the facilities which is contrary to public policy or not of the best interests of the City of Greensboro, as determined by Complex Management, the War Memorial Commission and/or their governing authority, shall be denied and any lease previously consummated may be revoked for such cause and any and all sums pre-paid shall be refunded. Any performer or any other person(s) whose conduct is disorderly, or disruptive to facility use, may be refused entrance or may be ejected from the premises. Any cost or damages or injuries suffered as a result of

said actions, and/or performance, shall be borne by the Lessee. The Lessee shall hold the City harmless from any claim of such action.

The Complex has adopted a "Coliseum Seating Policy" for the arena floor area which requires spectators to remain in or near their assigned seats except when going to and from the concession areas, restrooms or exiting the arena. If lessee, artist, an employee, agent, officer, or assign of lessee, or an employee, agent, officer or assign of the artist or act promoted by the facility lessee, requests spectators to leave their seats or encourages disruptive behavior, as determined in Complex Management's sole discretion, lessee shall pay to the Complex at settlement after lessee's event, a floor fee equal to $10,000 for violation of this policy.

8. ABANDONED EQUIPMENT: Any equipment or effects of the Lessee remaining on the leased premises for more than ten (10) days after the expiration of the lease shall be deemed abandoned and disposed of by the Complex Operations Manager as he deems advisable unless prior arrangements have been granted in writing by the Complex General Manager

9. LENGTH OF PERFORMANCE: All artistic performances in excess of three (3) hours shall be considered as functioning during hours of overtime unless prior written approval is granted by the General Manager, and all necessary charges and/or fees relating to overtime usage shall be in effect. Any delays caused by the Lessee(s), his/her agent, or contracted performers or their agents, shall not be considered as valid excuse for non-charged extension of performance time limitations. Failure to adhere to normal facility operating procedures, advertised performance starting times and performance length, and technical and patron needs, shall be considered a breach of the formal rental lease agreement and shall be considered a basis for damages as assessed by Complex Management.

SECTION C: ADVERTISING AND PROMOTION OF EVENTS

1. ADVERTISING: All advertisements of performances and/or attractions for which an admission is to be charged, must be <u>approved in advance</u> by the Complex Marketing Director. Lessee shall not advertise any performance or the appearance of any performer, unless and until contracts between all parties involved have been properly executed and exhibited, if requested, to the General Manager upon demand. Acquisition of a rental lease contract from the Complex based on the stated proposed appearance by a performer or performers, shall be considered invalid if properly executed contracts between the Lessee and said performer or performers are not presented to the General Manager upon demand.

2. COPYRIGHT INFRINGEMENT: Any Lessee must accept <u>all responsibility</u> for and absolve the City of Greensboro/Complex from any liability or expense arising out of use of any composition, work or material covered by copyright. Execution of a rental/lease agreement with the Complex shall not constitute any partnership agreement with the Complex or its governing authority, the City of Greensboro, for the presentation of any material which may by its nature, or source, become an issue in a later action involving copyright, patent, or authenticity of authorship.

3. CHARITY OR BENEFIT PERFORMANCES: Any lessees or users are prohibited from employing the term "benefit" or any other such term denoting the contention that all or part of the proceeds of any performance or event will be donated to a charity, non-profit organization, or social service organization unless prior written approval is acquired from the General Manager. No collections or donations, whether for charity or otherwise, shall be made, attempted or announced on the premises without prior written approval of the General Manager.

4. EVENT ANNOUNCEMENT: The public announcement, advertising or promotion of any event, performance or activity at or on the premises of the Complex is prohibited until the formal Rental Agreement has been fully and properly executed. Public announcement of any such event shall be done so with full knowledge and concurrence of the General Manager.

SECTION D: TICKET PROCEDURES

1. TICKET DISTRIBUTION SYSTEM: The event ticket distribution system currently utilized by the Complex shall be the sole method for the provision of tickets for public sale and distribution. Any alternative method must be approved in writing by the General Manager. In the event alternative ticket forms are approved, they shall be secured from an approved bonded ticket printing company who shall transmit all tickets and the manifest for same directly to the Complex Box Office Manager. At all times tickets and moneys received from any and all such ticket sales shall be under the charge and control of Complex Management. The General Manager shall prescribe the form of tickets, passes, accounts, records and reports that shall be used by the Lessee in staging an event or attraction and in accounting for the gross receipts thereof. The General Manager shall, at the satisfactory termination of the event, make all necessary payments to the lessee from moneys received from sale of tickets, less expenses incurred therefore, and less any other expenses incurred as a result of the wrongful use of the facilities. Any variation to the ticket distribution and fund maintenance system currently utilized by the Complex must have the prior written approval of the General Manager.

2. TICKET SALES – DISTRIBUTION: Distribution of tickets for sale at ticket agencies and box office outlets shall be under the control of the Complex Management. Any removal of tickets from the Complex, acquisition of tickets for personal or event promotion use by the Lessee must have the written approval of Complex Management. All such tickets will be signed for by the party to receive such tickets for promotional purposes.

3. DEFINITION OF BOX OFFICE TERMS:

   GROSS RECEIPTS: Gross receipts will indicate all moneys received for the sale of admission tickets to any performance or event.
   NET RECEIPTS: This indicates total moneys received for the sale of admission tickets less a deduction of state or other authorized admission taxes.
   RENTAL PERCENTAGE/USE CHARGE: Rental percentage or use charge is computed as a base rental figure as against the agreed percentage of the gross ticket sales less the deduction of applicable state taxes, and any other mutually agreed upon expenses of fund distributions.

SECTION E: GENERAL RULES AND REGULATIONS

1. PERMITS AND LICENSES: The Lessee has the responsibility to obtain any additional permits and licenses required by City ordinances and shall permit inspection by appropriate departments of the City.

2. SECURITY AND SAFETY PERSONNEL: The Lessee shall bear the expense of such security and safety personnel as required and approved by the General Manager. All personnel required shall be personnel provided by the Complex including but not limited to ticket sellers, ticket takers, event security, directors, EMS, Police, in-house security, overnight security (in-house or contracted). Should the Complex approve the lessee to provide certain undetermined staff persons, those persons shall be considered as agents of the lessee however, such persons are required to operate within those rules and regulations governing Complex operations and will fulfill all requests and requirements of Complex Management while on-site.

3. GENERAL USE: The General Manager may deny rental of any facility if, in his/her professional opinion, there would be an excessive or unfair degree of competition as a result of bookings of a similar nature in the same promotional period of time, or if said rental request is not in the best interests of the City of Greensboro.

4. FACILITY DESIGNATION: Use of the name Greensboro Complex, Steven Tanger Center for the Performing Arts, Special Events Center, Novant Health Fieldhouse, Piedmont Hall, the terrace, Odeon Theater, Greensboro Aquatic Center, ACC Hall of Champions, White oak Amphitheatre, or any parts thereof, or its official logo(s), registered trademark, or identifying letterhead, shall be prohibited except as granted in writing by the General Manager or as approved by the Complex Marketing or Sponsorship Manager for event advertisement for a contracted event or sponsorship.

Photographic rights for commercial reprint purposes, commercial television reproduction, or commercial motion picture productions, or advertising purposes, video or sound recordings, is prohibited except as authorized in writing by the General Manager.

5. MEDIA: Media facilities are only for the use of authorized and bona fide members of media and are not considered a part of the demised premises unless so indicated and authorized in writing by the General Manager. Detailed usage procedure, list of facilities and operational regulations for such facilities can be acquired by contacting the Management of the Complex.

6. CONCESSIONS RIGHTS: All food, novelty, sundry sales and meal service operations remain within the province of the Complex except as rights are designated in writing by the Complex Management, in advance, to any user of the Complex facilities. Operational procedures and regulations regarding novelty, program, and concession sales, and catering facilities and services can be acquired by requesting same from the office of the Complex Management.

7. MAINTENANCE OF CONSTITUTIONAL RIGHTS: The Complex recognizes and ensures compliance with those constitutional guarantees regarding freedom of speech, access to facilities, leasing of the premises, unauthorized searches, or any other conduct prejudicial to the rights of the individual or properly constituted group. Any questions that arise regarding protection of such rights or the implementation of any procedures to provide the protection and appropriate vehicle for expression of those rights shall be the concern of Complex Management and its governing authority. Any acts or statements intended to interfere with the proper execution of those procedures and guarantee of rights by Complex Management and its governing authority shall be considered a breach of any contract that may exist with the Complex.

8. GUEST SERVICES / PATRON RELATIONS: The Complex considers the comfort, protection, safety and welfare of its patrons to be of primary importance. All prohibitions against the possession of items by patrons not normally prohibited by standing Complex regulations must be so advertised in adequate form and sufficient amounts of printed and broadcast advertising so as to clearly state to all potential buyers those preclusions or conditions of entry prior to their purchase of tickets. Lacking such prior advertised prohibitions or entry limitations, the Complex shall refuse to honor such Lessee requests for later prohibitions and/or preclusions, and any attempt by the Lessee to negate the formal lease agreement and/or any other related agreement, shall be considered a breach of contract.

   Any action by Lessees, and users, and/or their agents that may affect the welfare of the customers/patrons in or on the premises of the Complex, shall be considered either a serious breach of contract by a Lessee or an overt attempt to interdict the authority of the Complex Management and its governing authority.

9. SPECIAL RULES:

   a. Helium Balloons – Usage of helium balloons is prohibited unless approved in writing by Complex Management. Should such approval be granted, the facility lessee is responsible for the removal or costs arising from the removal of balloons from the facility.

   b. Decals/Stickers – No decals or self-stick signs of any kind are permitted to be placed on any surface of the facility.

   c. Vehicle Displays – The display of any vehicle, including trucks, cars, etc. on the premises, including exhibit spaces, is prohibited unless approved in writing by Complex Management.

   d. Games of Chance – The Complex must comply with the State of North Carolina Alcohol and Beverage Control Rules and Regulations and therefore cannot allow facility users, contractors or exhibitors to operate games of chance, (i.e. lotteries, raffles, etc.) on the licensed premises. Failure to comply will result in the immediate removal of all game, lottery or raffle items by Complex Management.

e. Pets – Pets are not permitted entry into Complex facilities with the exception of disability required pets covered under the Americans with Disabilities Act.

SECTION F: FIRE PREVENTION GUIDELINES FOR TRADESHOWS AND EXHIBITIONS

1. PLANS SUBMITTED:

A. A minimum of two (2) copies of the plans show floor plans shall be submitted to the assigned Event Manager a minimum of 21 days prior to the first move-in day of the event. After reviewing these plans for operational concerns and approving on behalf of the facility, the plans will in turn be submitted to the City of Greensboro Fire Prevention Bureau for approval not later than 15 days prior to the first move-in day of the event.

B. Plans shall be drawn to scale with the scale clearly indicated on the submitted copy of the plan. If a pre-approved Complex floor plan or previously approved floor plan (with no changes) is selected, it should be noted as such on the plan.

C. The following information shall be required to be submitted with the plan for all tradeshow and/or exhibitions:

1. Name of the tradeshow or exhibition.
2. Name and address of the tradeshow or exhibition site and specific room utilized.
3. Dates and times of the tradeshow or exhibition.
4. Location of all exits
5. Width of all aisles
6. Any intended use of lobby areas and dimensions of booths or lobby structures.
7. Location of alarm pull boxes, fire hose cabinets, fire extinguishers, etc. (Please note any portable fire extinguisher locations required).
8. Location of all booths and registration areas
9. Approximate anticipated maximum occupant load at any given time.
10. Size and location of any back drops being used.

D. Trade shows and/or exhibition plans shall be reviewed by the Fire Department who shall stamp all copies “approved”, “approved as noted”, or “not approved”. The Fire Inspector shall indicate any required modifications, initial and date all copies of the plans. Plans that are “approved as noted” or “not approved” may be required to be resubmitted.

E. A total of three (3) copies of the tradeshow or exhibition plans shall be submitted. The Fire Prevention Bureau shall retain one (1) copy of the plans, the Complex Event Manager shall retain one (1) copy, and one copy will be returned to the tradeshow/exhibition manager.

2. GENERAL REQUIREMENTS:

A. The tradeshow and/or exhibition shall be set-up exactly as indicated on the approved plan(s). Violations of the approved plans may result in the show not being allowed to open until such violations are corrected.

B. If flame retardant certificates are not available, materials must be treated to meet a Class A Flame Spread Rating. All decorations, including, but not limited to drapes, signs, banners, acoustical materials, cotton, hay, paper, straw, moss, split bamboo, muslin ceilings, wood chips, and flame-retardant foam core shall be rendered flame retardant to the satisfactions of the Fire Prevention Bureau. Proof of a satisfactory flame-retardant treatment may include a field flame test.

*FIELD TEST: Flame retardant materials shall not ignite and allow flame to spread over the surface when exposed to an open flame. (When a match is held to the material for five seconds and it burns when match is removed, it is not flame retardant). Oil cloth, tarpaper, nylon, plastic cloths, and certain other plastic materials cannot be made flame retardant and their use is prohibited.

C. Cut Christmas trees are permitted in accordance with NC Fire Prevention Code. Re-plantable live trees stored in dirt and approved fire-retardant artificial trees can be used and may have UL approved lights on them.

D. The floor area of all displays or exhibits of combustible material or construction, and all booths and temporary construction in connection therewith shall be limited to 10% of the floor area of the exhibition hall.

E. Exit signs shall be visible from any location in the room, if not, temporary exit signs shall be posted in required locations.

F. Exits and aisles shall be clear of all obstructions. This includes charts, easels, trailer tongues, etc. Locking and/or blocking any exit while the building is occupied will result in the issuance of a citation for each exit and immediate correction of violation.

G. In all places of assembly with a capacity of 100 or more persons, exits shall be inspected and maintained in accordance with fire code section 3101.5.3. Not more than 90 minutes prior to the scheduled commencement of any non-continuous activity, event, performance, show, meeting, function, or other occasion for which persons will gather at a place of assembly, the owner (or his authorized designee) shall inspect every required exit, way of approach thereto, and way of departure therefrom. If such inspection reveals that any required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuitable for immediate use, scheduled program shall not begin, nor shall admittance to the place of assembly be permitted, until necessary corrective action has been completed.

Immediately prior to the start of the program, the owner or his authorized agent shall orally notify all attendees concerning the location of the exits to be used in case of fire or other emergency.

H. Every aisle shall lead to an exit door or to a cross aisle running parallel to the seats and leading directly to an exit. Aisles, cross-aisles, corridors and passageways shall be of an approved width and in each case the width of an aisle or cross-aisle shall not be less than the width of the widest aisle, passage, cross-aisle, or exit which it serves.

An aisle shall not be less in width than 42 inches, measured at its narrowest point at the end farthest from the foyer, plus an increase of 1 ½ inches for each 5 feet of length of such aisle from its beginning to an exit, except that aisles with seats on one side only may be 6 inches less in width. Where egress is provided at both ends of an aisle, the aisle may have a uniform not less than the average widths herein specified. Cross-aisles shall not be less than 48 inches wide. An aisle bordering on a means of entrance shall not be less than 8 feet wide.

I. Plans submitted with portable seating that differ from the approved Coliseum's seating plans shall be submitted to the Fire Prevention Office for approval a minimum of 15 days in advance of the event.

J. Booths which require 50 feet or more travel distance to reach the exit access aisles shall be provided with a minimum of two (2) exits remote from each other.

K. LP Gas containers having a maximum water capacity of 2 ½ pounds may be used temporarily inside buildings for public exhibitions or demonstrations, including use in classroom demonstrations.

L. In any event that LP containers are used in conjunction with equipment or vehicles, the LP container shall be removed or emptied prior to placement inside the building.

M. Whenever it is essential for public safety in a place of public assembly or any other place where people congregate due to the number of persons, of the nature of the performance, exhibition, display, contest or activity, the Fire Official may require the employee of one or more experienced firemen, to be on duty at such place. Said firemen shall be subject to the Fire Official's orders at all times when so employed and shall be in uniform and remain on duty during the times such places are open to the public, or when such activity is being conducted.

N. No person shall use or allow any open flame to be used, except when used in conjunction with approved heating or cooking equipment as permitted by the Fire Official.

O. For pyrotechnics to be used at any event, the facility user must procure a pyrotechnics permit for the appropriate fees due to Guilford County. The assigned Event Manager will procure this permit for the facility user with the completion of required materials to be submitted.

3. SPECIAL REQUIREMENTS:

A. The display of vehicles including trucks, cars, etc. on the premises, including exhibit spaces, is prohibited unless approved in writing by Complex Management. Should such approval be provided, vehicles may be allowed in the building for display purposes provided they have such written approval from Complex Management which is subject to facility sponsorship agreements and the nature of the vehicle display in conjunction with the event, and meets the following requirements as approved by the assigned Event Manager:

1. All fuel tank openings shall be satisfactorily sealed to prevent escape of vapors.
2. The hot lead battery cable shall be disconnected from the terminal and remain disconnected while the vehicle is inside the building. Lose cable ends shall be taped to cover all the exposed metal.
3. Fueling or de-fueling is prohibited.
4. Vehicles shall have less than ¼ tank of gas.

B. Cooking and/or warming devices that produce grease laden vapors shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL., FM) and subject to prior approval of the Fire Marshall.

1. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing device a minimum of four (4) feet back from the front of the booth, or providing a Plexi-glass shield between the cooking and/or warming devices and the public.
2. Individual cooking and/or warming devices shall not exceed 288 square inches of surface area (i.e. 12" x 24").
3. The table surface holding the cooking and/or warming device(s) shall be of a non-combustible material.
4. A minimum of two (2) feet shall be kept between cooking devices.
5. Combustible materials shall be kept at a minimum of three (3) feet away from any cooking and/or warming device.
6. A 40:BC extinguisher (10lb BC) and lid for each device or an approved automatic extinguishing system shall be provided within any booth utilizing cooking and/or warming devices.

4. TRADE SHOW AND/OR EXHIBITION SET UP:

   A. Inspections may be conducted during the course of move in and tear down. A pre-opening inspection may be conducted. Spot inspections may be conducted during the course of the trade show and/or exhibition. Any violations found during this type of inspection will be corrected immediately.
   B. Building Management shall be responsible for correction of all fire code violations and will do so without notice to the show producer. All violations are required to be corrected within the time determined by the Fire Marshall or authorized representative. The Producer of all tradeshow/exhibitions is responsible for all fire code violations pursuant to the show they produce, financial or otherwise.

5. LOBBY AREA:

   A. A lobby area may be utilized for registration provided:

      1. Storage of combustibles necessary for registration (i.e. paper, boxes etc.) shall be limited to a one (1) day supply.
      2. Registration booths and lounge areas shall be set up only in the designated areas shown on approved plans and shall not impede required egress.

6. SMOKING - The No Smoking Policy in City Ordinance 10-6 by the City Council shall be regulated and enforced in accordance with this ordinance. Complex Management has conspicuously displayed signs throughout the premises reading Non-Smoking Area – Smoking Prohibited by Law. Complex and Show management will be responsible for enforcement of smoking regulations.

7. OVERCROWDING - No person shall permit overcrowding or admittance of any person beyond the approved capacity of any Complex facilities of public assembly. The Fire Official, upon finding any overcrowded conditions or obstructions in aisles, passageways, or other means of egress; or upon finding any condition which constitutes a serious menace to life, shall cause the performance, presentation, spectacle or entertainment to be stopped until such condition or obstruction is corrected, and the issuance of a Civil citation or criminal penalties which violate the occupancy limits under the North Carolina Building Code.

8. TENTS & PERMITS:

Membrane structures-Membrane structures having an area more than 400 sq. ft. requires a permit and inspection. (***Includes inflatable amusements***)

Tents-The erection and use of any tent more than 100 sq. ft., requires a permit and inspection. (***Includes cooking tents***)

All permitted tents and Inflatables will receive an inspection before being allowed to occupy. ***($100 per tent or inflatable)***

All tents (regardless of size) shall comply with the N. C. Fire Prevention Code

- Anchorage required. Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored with weights to withstand the elements of weather and prevent collapsing. Documentation of structural stability shall be furnished to the *fire code official* on request. (*water barrels are not permitted, nor are stakes in the ground*).
- All tents shall be flame retardant and labeled.

- The Fire & Life Safety Division shall post tents used as a Place of Assembly with an occupancy load if occupant load is greater than *49* people.
- All tents used for cooking purposes, (regardless of size), shall be separated from other tents by 12 feet.
- For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent.
- All tents shall be at least 20' from all parked vehicles, combustion engines (including generators)

Hazardous Materials (Compressed Gas Tanks)

Propane or other compressed gas tanks must be properly secured at all times to prevent tipping over. Compressed gas fuel tanks may not be changed while cooking is taking place.

Hazardous Materials (Use and Refueling of Gasoline or Diesel Equipment)

The use of equipment fueled by gasoline or diesel fuel within the event site must be approved in advance by the Greensboro Fire Department. The refueling of gasoline or diesel equipment (including generators) within the event site during the open event hours is strictly prohibited.

Generators and other internal combustion power sources shall be:

- placed on hardscape (pavement, asphalt, plywood)
- separated from tents or canopies by a minimum of 20 feet
- isolated from the public by fencing (bike racks) or other approved means
- grounding rods must be used

Fire Protection (Extinguishers)

All tents shall be provided with at least one 2A:10: BC fire extinguisher per every 3000 sq. ft. or 75ft. travel distance.

Cooking tents, in addition to the required ABC extinguisher, shall be within a 30-foot (9144 mm) distance of travel from commercial-type cooking equipment. a **Class K** rated portable extinguisher

403.12.2 Public safety plan for gatherings. Where the *fire code official* determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the *fire code official* shall have the authority to order the development of or prescribe a public safety plan that provides an *approved* level of public safety and addresses the following items:

- Emergency vehicle ingress and egress.
- Fire protection.
- Emergency egress or escape routes.
- Emergency medical services.
- Public assembly areas.
- The directing of both attendees and vehicles, including the parking of vehicles.
- Vendor and food concession distribution.
- The need for the presence of law enforcement.
- The need for fire and emergency medical services personnel.

SUMMARY

- Any privilege, right, organization of control or preeminence of authority not herewith defined or clearly expressed in the Lease Agreement shall remain in the province of the Complex and its governing authority, the City of Greensboro. The Complex General Manager may choose to rent Complex facilities under any terms and conditions he/she deems necessary to attract an event.