



OPERATING FEATURES

IN

ASSEMBLY OCCUPANCIES

**Office of State Fire Marshal
52 State House Station
Augusta, Me 04333-0052**

Operating Features in Assembly Occupancies

Dances, License Required

A building or any part of the building used for public dancing purposes, either habitually or occasionally, must have posted at all times of dances a proper license obtained from the Commissioner of Public Safety. Except for dances held by students and for students a fee and application must be submitted to the State Fire Marshal's Office. Upon the receipt of the application and fee the State Fire Marshal's Office will inspect the facility for compliance with adopted rules and regulations.

Theatre License Required

No building or place of assembly shall be used for theatrical or motion picture purposes unless a license or permit shall have first been obtained from the Commissioner of Public Safety. No license shall be required if the building or place of assembly is a public or private school building, or a building owned by a municipality, county or the State; and no license shall be required if no admission fee is charged for the theatrical or motion picture production, or the production is sponsored, operated and conducted for the exclusive benefit of a social, fraternal, charitable, religious or educational organization and all admission fees are to be devoted exclusively to the uses of that organization.

Open Flame Devices and Pyrotechnics

No open flame devices or pyrotechnic devices shall be used in any assembly occupancy, unless approved and/or permitted by the State Fire Marshal's Office.

- Pyrotechnic special effect devices shall be permitted to be used on stages before proximate audiences for ceremonial or religious purposes, as part of a demonstration in exhibits, or as part of a performance, provided that all of the following criteria are met:
 - a. A permit has been granted by the State Fire Marshal's Office
 - b. An inspection has been completed by the State Fire Marshal's Office
 - c. The building is protected by an approved automatic sprinkler system
 - d. The State Fire Marshal's is present to monitor performance

Use of the pyrotechnic devices must comply with NFPA 1126, Standard for the Use of Pyrotechnics before a Proximate Audience.

Flame effects before an audience must comply with NFPA 160, Standard for Flame Effects Before an Audience.

Special requirements in addition to the standards; No personnel shall be placed in the lighting trusses above flame effects during the event.

Red beacon lights shall be utilized on each corner of the rear portion of the stage to warn of concussion effects at a minimum of 30 seconds prior to the effect.

Candles on Tables

Candles must be securely supported on substantial noncombustible bases and candle flame must be protected

Open flame devices shall be permitted to be used in the following situations, provided that precautions satisfactory to the State Fire Marshal's Office are taken to prevent ignition of any combustible material or injury to occupants:

Candles are allowed in religious ceremonies if under the control of the facility management.

Furnishings, Decorations, and Scenery

All fabrics and films used for decorative purposes, all draperies and curtains, and similar furnishings shall be flame resistant as demonstrated by testing in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.

The State Fire Marshal may impose controls on the quantity and arrangement of combustible contents in assembly occupancies to provide an adequate level of safety to life from fire. Prior to introducing combustible contents and highly flammable contents contact the State Fire Marshal's Office.

Maine requires that exposed foamed plastic materials and unprotected materials containing foamed plastic used for decorative purposes or stage scenery shall have a heat release rate not exceeding 100 kW where tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastics Used for Decorative Purposes. A certificate from the manufacturer and/or third party testing agency will be acceptable as long as the material can be specifically identified by the certificate and sample.

Special Provisions for Exposition Facilities

No display or exhibit shall be installed or operated to interfere in any way with access to any required exit or with the visibility of any required exit or required exit sign; nor shall any display block access to fire-fighting equipment.

Storage of Materials Not On Display

A storage room having an enclosure consisting of a smoke barrier having a fire resistance rating of 1 hour and protected by an automatic extinguishing system shall be provided for combustible materials not on display, including combustible packing crates used to ship exhibitors' supplies and products.

The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 ft.

The upper deck of multilevel exhibits exceeding 300 ft² shall have not less than two remote means of egress.

Exhibit booths shall be constructed of the following:

- Noncombustible or limited-combustible materials
- Wood exceeding 6.3 mm (¼ in.) nominal thickness or wood not exceeding 6.3 mm (¼ in.) nominal thickness that is pressure-treated, fire-retardant wood meeting the requirements of NFPA 703, Standard for Fire Retardant Impregnated Wood and Fire Retardant Coatings for Building Materials
- Flame-retardant materials complying with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films
- Textile wall coverings, such as carpeting and similar products used as wall or ceiling finishes, complying with the provisions of a room corner test and a "Class A" interior finish.

- Foamed plastics and materials containing foamed plastics having a heat release rate for any single fuel package that does not exceed 100 kW where tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastics Used for Decorative Purposes
- Cardboard, honeycombed paper, and other combustible materials having a heat release rate for any single fuel package that does not exceed 150 kW where tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastics Used for Decorative Purposes

All fabrics and films used for decorative purposes, all draperies and curtains, and similar furnishings shall be shall be flame resistant as demonstrated by testing in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films

Acoustical and decorative material including, but not limited to, cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame-retardant treated to the satisfaction of the authority having jurisdiction. Any materials that cannot be treated for flame retardancy shall not be used.

Foamed plastics and materials containing foamed plastics and used as decorative objects such as, but not limited to, mannequins, murals, and signs shall have a heat release rate for any single fuel package that does not exceed 150 kW where tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastics Used for Decorative Purposes. Certificates showing the treatment and conditions must be on file at the facility.

Where the aggregate area of acoustical and decorative materials is less than 10 percent of the individual floor or wall area, such materials shall be permitted to be used subject to the approval of the authority having jurisdiction.

The following shall be protected by automatic extinguishing systems

Single-level exhibit booths exceeding 300 ft² and covered with a ceiling
Each level of multilevel exhibit booths, including the uppermost level where the uppermost level is covered with a ceiling.

Vehicles, boats, and similar exhibited products having over 100 ft² of roofed area shall be provided with smoke detectors acceptable to the authority having jurisdiction unless fire protection of multilevel exhibit booths is provided.

A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 ft. where the aggregate ceiling exceeds 300 ft².

The water supply and piping for the sprinkler system shall be permitted to be of an approved, temporary means that is provided by a domestic water supply, a standpipe system, or a sprinkler system.

Open flame devices within exhibit booths shall comply with all open flame and pyrotechnic rules.

Cooking and Food-Warming Devices in Exhibit Booths

The use of LP-Gas cylinders shall be prohibited.

Nonrefillable LP-Gas cylinders shall be approved for use where permitted by the authority having jurisdiction.

The devices shall be isolated from the public by not less than 48 in. or by a barrier between the devices and the public.

Multi-well cooking equipment using combustible oils or solids shall comply with NFPA 96 which requires automatic suppression systems and vapor exhaust systems.

Single-well cooking equipment using combustible oils or solids shall meet the following criteria:

- They shall have lids available for immediate use.
- They shall be limited to 2 square feet of cooking surface.
- They shall be placed on noncombustible surface materials.
- They shall be separated from each other by a horizontal distance of not less than 24 inches.
- They shall be kept at a horizontal distance of not less than 610 mm (24 in.) from any combustible material.
- A portable fire extinguisher in accordance with *NFPA 10, Standard for Portable Fire Extinguishers* shall be provided within the booth for each device, or an approved automatic extinguishing system shall be provided.

Combustible materials within exhibit booths shall be limited to a one-day supply. Storage of combustible materials behind the booth shall be prohibited. (See 12.7.3.2 and 12.7.4.2.)

Plans For the Exposition

Plans for the exposition, in an acceptable form, shall be submitted to the authority having jurisdiction for approval prior to setting up any exhibit.

The plan shall show all details of the proposed exposition.

No exposition shall occupy any exposition facility without approved plans.

Vehicles in Expositions

All fuel tank openings shall be **locked and sealed** in an approved manner to prevent the escape of vapors; fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 10 gals of fuel, whichever is less.

At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped.

Batteries used to power auxiliary equipment shall be permitted to be kept in service unless the battery is used to also start the vehicle.

Fueling or defueling of vehicles shall be prohibited.

Vehicles shall not be moved during exhibit hours.

Prohibited Materials.

The following items shall be prohibited within exhibit halls:

- Compressed flammable gases

- Flammable or combustible liquids
- Hazardous chemicals or materials
- Class II or greater lasers, blasting agents, and explosives

The authority having jurisdiction shall be permitted to allow the limited use of any items under special circumstances when following alternative protection measures.

Crowd Managers

In assembly occupancies having occupant loads exceeding 1000, trained crowd managers or crowd manager supervisors shall be provided at a ratio of 1 crowd manager/supervisor for every 250 occupants, unless otherwise permitted by the following:

This requirement shall not apply to assembly occupancies used exclusively for religious worship with an occupant load not exceeding 2000.

The ratio of trained crowd managers to occupants shall be permitted to be reduced where, in the opinion of the authority having jurisdiction, the existence of an approved, supervised automatic sprinkler system and the nature of the event warrant.

The ratio of crowd managers may be increased by the Authority Having Jurisdiction for circumstances requiring more oversight and the protection of occupants/public.

Drills and Training

The crowd manager shall receive approved training in crowd management techniques.

The employees or attendants of assembly occupancies shall be trained and drilled in the duties they are to perform in case of fire, panic, or other emergency to effect orderly exiting.

Employees or attendants of assembly occupancies shall be instructed in the proper use of portable fire extinguishers and other manual fire suppression equipment where provided.

In the following assembly occupancies, an audible announcement shall be made, or a projected image shall be shown, prior to the start of each program that notifies occupants of the location of the exits to be used in case of a fire or other emergency:

- Theaters
- Motion picture theaters
- Auditoriums
- Other similar assembly occupancies with occupant loads exceeding 300 where there are noncontinuous programs

Announcement required: At every event with a defined start time, where an assembly occupancy can accommodate 300 occupants or more, the event manager, operator, sponsor, or a designee shall make an audio announcement to all occupants, prior to the commencement of the event, regarding the following:

- A. Location of Exits;

- B. Smoking rules and regulations;
- C. Use of open flame devices;
- D. What to do in case of emergency evacuation; and
- E. Location of any first aid stations

Such events include but are not limited to those held at armories, assembly halls, auditoriums, dance halls, exhibition halls, gymnasiums, special amusement buildings regardless of occupant load, and theaters.

Smoking

Maine disallows smoking in all public assembly occupancies.

Plainly visible signs shall be posted that read as follows:

NO SMOKING

No person shall smoke in prohibited areas that are so posted, unless permitted by the authority having jurisdiction under both of the following conditions:

Seating

Secured Seating.

Seats in assembly occupancies accommodating more than 200 persons shall be securely fastened to the floor, except where fastened together in groups of not less than three and not exceeding seven.

All seats in balconies and galleries shall be securely fastened to the floor, except in places of religious worship.

Unsecured Seating.

Seats not secured to the floor shall be permitted in restaurants, night clubs, and other occupancies where fastening seats to the floor might be impracticable.

Unsecured seats shall be permitted, provided that, in the area used for seating, excluding such areas as dance floors and stages, there is not more than one seat for each 15 ft² of net floor area, and adequate aisles to reach exits are maintained at all times.

Seating diagrams shall be submitted for approval by the authority having jurisdiction to permit an increase in occupant load.

Occupant Load Posting.

Every room constituting an assembly occupancy and not having fixed seats shall have the occupant load of the room posted in a conspicuous place near the main exit from the room.

Approved signs shall be maintained in a legible manner by the owner or authorized agent.

Signs shall be durable and shall indicate the number of occupants permitted for each room use.

Clothing and personal effects shall not be stored in corridors, unless otherwise permitted by the following:

- This requirement shall not apply to corridors protected by an approved, supervised automatic sprinkler system in accordance with Section 9.7.
- This requirement shall not apply to corridor areas protected by a smoke detection system in accordance with Section 9.6.
- This requirement shall not apply to storage in metal lockers, provided that the required egress width is maintained.

Provisions for Food Service Operations

All devices in connection with the preparation of food shall be installed and operated to avoid hazard to the safety of occupants.

All devices in connection with the preparation of food shall be of an approved type and shall be installed in an approved manner.

Food preparation facilities shall be protected in accordance with NFPA 96 requiring exhaust hoods and automatic fire suppression system and shall not be required to have openings protected between food preparation areas and dining areas.

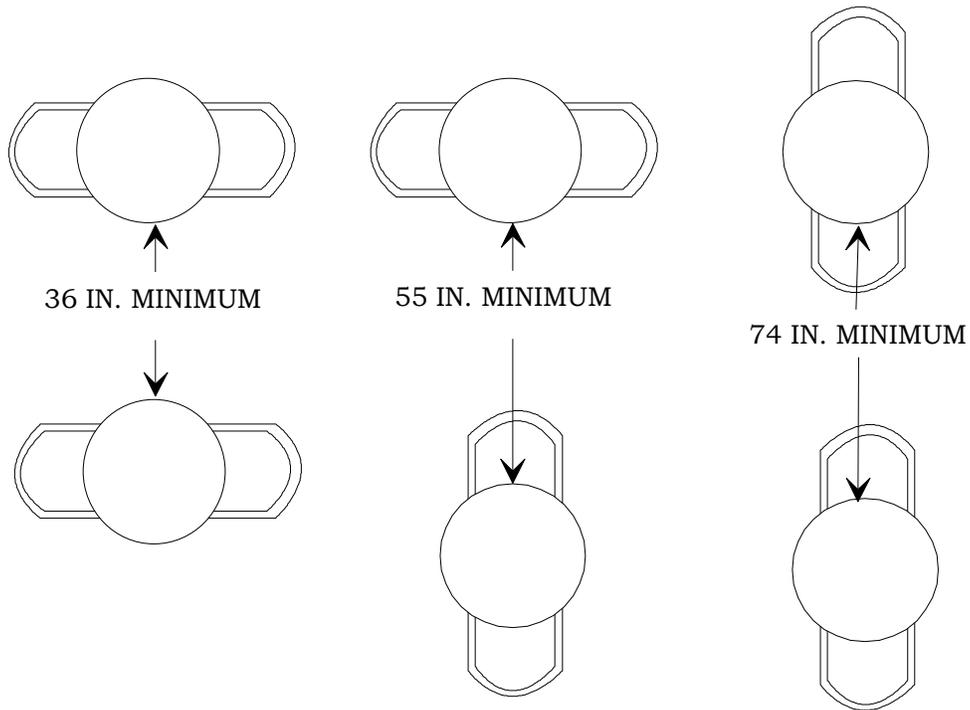
Portable cooking equipment that is not flue-connected shall be permitted only as follows:

- Equipment fueled by small heat sources that can be readily extinguished by water, such as candles or alcohol-burning equipment, including solid alcohol, shall be permitted to be used, provided that precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible materials.
- Candles shall be permitted to be used on tables used for food service where securely supported on substantial noncombustible bases located to avoid danger of ignition of combustible materials and only where approved by the authority having jurisdiction.
- Candle flames shall be protected.
- “Flaming sword” or other equipment involving open flames and flamed dishes, such as cherries jubilee or crêpe suzette, shall be permitted to be used, provided that precautions subject to the approval of the authority having jurisdiction are taken.
- Listed and approved LP-Gas commercial food service appliances shall be permitted to be used where in accordance with NFPA 58, Liquefied Petroleum Gas Code.

SEATING ARRANGEMENTS

Where non-fixed seating is located between a table and an aisle, the measurement of required clear width of the aisle shall be made to a line 19 in., measured perpendicularly to the edge of the table, away from the edge of said table.

Using tables and chairs the maximum occupant load calculations are one person for every 15 square feet. Using standing room only the maximum occupant load calculations are one person for every 7 square feet.



This application form is to be completed and returned to this office together with a fee of \$117.00 prior to _____.

No fee is required for the inspection of public, private or state owned school buildings or municipally-owned buildings if dances are for students and run by students.

State Fire Marshal's Office
Department of Public Safety
Fire Prevention Unit
52 State House Station
Augusta, Maine 04333-0052



Tel. 207-626-3880

Fax 207-287-6251

APPLICATION FOR DANCE LICENSE

NAME OF FACILITY: _____ TEL: _____
 PHYSICAL LOCATION OF FACILITY: _____ FAX: _____
 TOWN: _____ COUNTY: _____ EMAIL ADDRESS: _____
 NAME AND TELEPHONE NUMBER OF PERSON HAVING KEY TO PREMISES TO ALLOW FOR INSPECTION: NAME: _____ TEL.: _____

NAME OF BUILDING OWNER: _____
 MAILING ADDRESS: _____ Signature of building owner: _____
 ZIP CODE: _____
 TELEPHONE: _____ FAX: _____ EMAIL: _____

NAME OF LESSEE: _____ TEL: _____
 MAILING ADDRESS: _____ FAX: _____
 _____ EMAIL ADDRESS: _____
 Town: _____ ZIP: _____ Signature of Applicant: _____

This is a new license request: Any new construction or renovation will require a construction permit from the State Fire Marshal's Office prior to any inspection for a dance license, prior to any construction and prior to the issuance of any Dance License. Permit is required by State Statute MRSA 25 § 2448.

This is a renewal:

Existing Occupant Capacity:

A facility that wishes to renew a Dance or Theater License must apply at least 30 days prior to expiration date on the existing license to allow handling time and time for the required inspection:

↓ **OFFICE USE ONLY** ↓

EXISTING LICENSE WILL EXPIRE ON: _____
 INSPECTED BY: _____ DATE: _____
 OK TO ISSUE? _____
 Chapter/s inspected under: _____

SENT TO INSPECTOR	DATE

FEE REC'D	CHECK NO.	LICENSE NO.	EXPIRATION DATE	FILE NUMBER

This application form is to be completed and returned to this office together with a fee of \$106.00 per viewing room prior to _____.

State Fire Marshal's Office
Department of Public Safety
Fire Prevention Unit
52 State House Station
Augusta, Maine 04333-0052



Tel. 207-626-3880

Fax 207-287-6251

**APPLICATION FOR LICENSING
 OF THEATERS AND MOTION PICTURE HOUSES**

In accordance with the provisions of Title 8, MRSA, Sec. 651 and 652, application is hereby made for a license to operate a place of assembly to be used for theatrical or motion picture purposes.

APPLICATION TO OPERATE :

MOTION PICTURE HOUSE

NUMBER OF VIEWING ROOMS

NEW LICENSE

THEATER

NUMBER OF VIEWING ROOMS

RENEWAL

NAME OF FACILITY: _____

LOCATION ADDRESS: _____

TOWN: _____ ZIP CODE: _____ COUNTY: _____

TEL.: _____ FAX: _____ EMAIL: _____

NAME AND TELEPHONE NUMBER OF CONTACT PERSON WITH KEY TO ALLOW ENTRANCE FOR INSPECTION. _____

TEL. _____

NAME OF BUILDING OWNER: _____ TEL.: _____

MAILING ADDRESS: _____ FAX: _____

TOWN: _____ STATE: _____ ZIP CODE: _____ EMAIL: _____

NAME OF LICENSEE: _____ TEL.: _____

MAILING ADDRESS: _____ FAX: _____

TOWN: _____ STATE: _____ ZIP CODE: _____ EMAIL: _____

Signature of applicant: _____ Date: _____

Signature of Building Owner: _____ Date: _____

FIRE MARSHAL'S OFFICE USE ONLY

EXISTING LICENSE WILL EXPIRE ON: _____ **SENT TO INSPECTOR:** _____ **OK TO ISSUE:**

INSPECTED BY: _____ **DATE:** _____ **DATE:** _____ **POC REQUIRED:**

CHAPTER/S: _____ **REVISIT REQUIRED:**

FEE REC'D	CHECK NO.	LICENSE NO.	EXPIRATION DATE	FILE NUMBER