
FIRE SAFETY FOR EVENTS PROGRAM

1 PURPOSE

The purpose of this program is to define policies and procedures that will ensure compliance with Rhode Island Uniform Fire Code requirements and to ensure fire safety for events that occur inside a Brown University building attended by 50 or more persons.

2 SCOPE

Whenever 50 or more persons attend an event inside a Brown University property, the individual sponsor or a representative of the sponsoring organization must review this policy prior to the event and assure compliance with the specified procedures before and during the event.

3 APPLICATION

This policy applies to individuals and the representatives of organizations who sponsor events that take place inside university buildings, in a tent or other temporary structure located on such property, where the occupancy is expected to exceed 50 or more persons.

4 DEFINITIONS

Authority Having Jurisdiction (AHJ) – The AHJ shall be the state fire marshal, the deputy fire marshal and assistant deputies. Officers from the Fire Prevention Division of the Providence Fire Department generally serve as the AHJ for fire safety issues within the City of Providence. The Brown University Fire Safety Office is responsible for enforcing University rules and regulations.

Code – The term 'code' shall mean the Fire Safety Code established under the provisions of Rhode Island General Laws § 23-28.1-1. NFPA 1, 2012 Edition - The National Fire Prevention Code (as amended) - serves as the Rhode Island Fire Prevention Code. NFPA 101, 2012 Edition - The Life Safety Code (as amended) - serves as a primary reference for life safety issues.

Exit – The term 'exit' shall have the same meaning as 'means of egress.'

Flammable – For the purposes of this document, the words “flammable” and “combustible” shall have the same meaning and refers to contents, decorations or other items that may be easily ignited.

Means of egress – A continuous and unobstructed path of travel from any point in a building or structure to a public space and consists of three (3) separate and distinct parts: (i) the exit way access; (ii) the exit way; and (iii) the exit way discharge. A means of egress comprises the vertical and horizontal means of travel and shall include intervening room spaces, doors, hallways, corridors, passageways, balconies, ramps, stairs, enclosures, lobbies, escalators, horizontal exits, courts, and yards.

Occupancy – The term 'occupancy' shall mean the use of space or rooms within a building by a person or group of persons.

Place of assembly – The term 'place of assembly' shall mean a room or space within a building in which fifty (50) persons or more assemble for religious, recreational, educational, political, fraternal, social or amusement purposes, or for the consumption of food or drink.

5 PROCEDURES

5.1 GENERAL REQUIREMENTS:

The following procedures are established to assure compliance with the state fire code and Brown University fire regulations during events in assembly spaces on campus. The event sponsor is responsible for complying with the following requirements:

- *Being Familiar with the University’s Emergency Action Plan* – Every employee should be familiar with the university’s Emergency Action Plan. Important safety information and emergency procedures are detailed in this document. The Emergency Action Plan is available online at the Brown University Office of Environmental Health and Safety web site: <https://www.brown.edu/about/administration/environmental-health-safety/index.php?q=topics/fire->
- *Obtain the Fire Safety Checklist* – Event Sponsors shall obtain and use a copy of the Fire Safety for Events Checklist (Appendix A). The form is available from the EHS – Fire Safety website: http://www.brown.edu/Administration/EHS/restricted/checklist_events.pdf
- *Appoint a Responsible Person* – Appoint a person from your organization who will be responsible for complying with all applicable requirements specified in the Fire Safety for Events Checklist. The responsible person shall attend and be present throughout the duration of the event to assure compliance with all specified rules and procedures.
- *Planning the Event* – Determine the occupancy capacity of the space you plan to reserve for your event. The space must be large enough to accommodate the expected number of attendees. The listed occupancy capacity assumes no furnishings in the room. The use of chairs, tables, bars, stages, etc. will reduce the capacity of the space.

If you expect 300 or more attendees at the event, you must contact Fire Safety by phone (401-863-3462) or by email at fire_safety@brown.edu at least two (2) weeks prior to the start of the event to discuss the need for a Providence Fire Department detail firefighter. The cost of the

detail is the responsibility of the event sponsor. A department account number must be supplied to Fire Safety before a detail will be scheduled. Contact Fire Safety for rates.

All decorations, wall coverings or sound insulation must be listed as flame resistant from the manufacturer, as specified in the fire code. Contact Fire Safety with any questions concerning the flammability of materials in the space. Self-application of fire retardant materials is not allowed.

Open flames are generally prohibited in assembly spaces. Section V of this program outlines guidelines for the safe use of candles by the Chaplain's Office for religious services, Dining Services and their approved contractors for their events and the safe use of Sterno gel type fuel.

The use of pyrotechnic devices or fireworks is strictly prohibited.

If more than 1,000 attendees are expected, a Crowd Management Plan must be filed with the Providence Fire Department and trained Crowd Managers must be present throughout the event. Any show or musical concert seating more than 2,000 attendees should use reserved seating only. Contact Fire Safety for additional information at least 3 weeks prior to the event.

5.2 SETTING UP TABLES AND CHAIRS – AISLE REQUIREMENTS

In each place of assembly where seating is provided, except where assembly is seated at tables, the seating shall be arranged in an orderly manner with ample provisions made for aisles leading to exits, and no aisle forming a part of the egress system of the place of assembly shall be obstructed or encumbered. Refer to Section 13.2.5.5 of NFPA 101, Life Safety Code, 2012 Edition, for more detailed information.

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. This can be accomplished by mechanical means or by simply connecting the legs of adjacent chairs with zip ties.

Tables arranged for dining or other purposes in places of assembly shall be so located in respect to exit openings, and so spaced apart, that sufficient means of access to exit openings is provided. Aisles in the direction of exits shall be at least three feet (3') in width. Suitable access to aisles shall be provided from all tables. Refer to Sections 13.2.5.7 and 13.2.5.8 of NFPA 101, Life Safety Code, 2012 Edition, for more detailed information.

5.3 USE OF CANDLES

The use of candles is generally prohibited at Brown University. Any use of candles or incense must be approved by the Fire Safety Office. Candles may be used for religious ceremonies sponsored by the Chaplain's Office or by Dining Services or their approved contractors for specific events. A trained person with access to a Type "ABC" fire extinguisher must be present when candles are used. Whenever candles are used by Dining Services or the Chaplain's Office, the following guidelines must be observed:

- Never leave a burning candle unattended. Lighted candles should always be within sight.
- Keep burning candles away from drafts, vents and air currents.
- A candle is an open flame that can easily ignite any combustible material nearby. No combustible materials (paper, cloth, baskets, table decorations, etc.) may be placed

- within six inches (6”) of a candle flame. Candles with combustible items embedded in them are not permitted.
- Use candle holders that are sturdy, won't tip over, are made from a material that can't burn and are large enough to collect dripping wax. Place candle holders on a sturdy, uncluttered surface in a place where it is not likely to be knocked over.
 - Keep candle wicks trimmed to 1/4 inch and extinguish taper and pillar candles when they get to within two inches of the holder or decorative material.
 - Never move a burning candle. Glass containers and liquid wax can get very hot. Extinguish flame and allow wax to harden before moving.

5.4 USE OF STERNO TYPE GEL FUEL FOR FOOD WARMING

Sterno type gel fuel may be used for food warming at approved events, as long as the following guidelines are adhered to. A trained attendee with access to a Type “ABC” fire extinguisher must be present whenever Sterno type gel fuel is used. Never use water to extinguish a fire involving Sterno type gel fuel since water may actually spread the fire.

No combustible materials (paper, baskets, table decorations, table linens, etc.) may be placed within six inches (6”) of a burning fuel container. Place a non-combustible surface, such as a plate under the Sterno if the chaffing dish does not have a designated holder or the supporting surface is made of combustible materials.

When working with Sterno type gel fuel, always:

- Use CAUTION when handling OPEN FLAME products
- Use a blunt object, such as a spoon, to pry off the lid
- Cup hand over lid when opening can
- Remove excess gel from lid if it is being used as a regulator
- Wash fuel residue from hands
- Place the can underneath the chafing dish or beverage urn before lighting
- Make sure cans are placed securely in equipment
- Use a long handled match or butane lighter to light cans
- Use a snuffer paddle, regulator or saucer to extinguish flame
- Wait until can is cool before touching

When working with Sterno type gel fuel, never:

- Use a sharp knife to pry off the lid
- Use a lit can to light another can
- Carry lit cans
- Carry chafing dishes or beverage urns with lit cans
- Touch cans while still hot
- Allow loose clothing, napkins or tablecloths near flame
- Allow hair to fall near flame
- Use hands to extinguish flame
- Blow out flame of Sterno type gel fuel to extinguish

Small amounts of Sterno gel type fuel shall be stored in closed containers in a cool dry place (40-120°F) away from sources of heat or open flame. If large amounts of Sterno gel type fuel is to be stored in a University building, please contact Fire Safety to determine appropriate storage requirements. For more information about Sterno type gel fuel education and safety, please refer to the following website:

5.5 OPERATIONAL INSPECTION AND GUIDANCE

5.5.1 90 minutes Prior to the Start of the Event:

- Check the panic hardware on all exit doors to assure smooth operation
- Open all exit doors to check the door swing, and remove any obstructions
- Check to make sure that any handicapped accessible entrances are unlocked and unobstructed
- Confirm that there are at least two clear exits
- Confirm that all marked exits are unobstructed and operational
- All halls, egress passageways must be clear and unobstructed
- Fire doors must never be blocked open or chained shut
- Stairways and corridors must be kept clear
- Confirm that exit signs are present, visible and appear to be operating properly.
- Confirm that adjoining spaces present no obvious fire hazards.
- Fire extinguishers must be available for use. Check to be sure the pressure gauge is in the green zone.
- Know the location of fire alarm pull stations and assure that they are visible and easily accessible.

5.5.2 At the Beginning of the Event and Between Musical Sets:

The following announcement must be made at the start of the event, and between musical sets:

“In the event of a fire alarm, please proceed calmly to a nearby exit, leave the building and move away from the doorway. Please note the location of nearby exits. Be aware that the way you entered may not be the most direct way out. Sitting or standing in the aisles and doorways is not permitted. Smoking is not allowed inside any University building. Please turn off or silence all pagers and cell phones.”

5.5.3 During the Event:

- Assure that the occupancy capacity of the space has not been exceeded
- Continue to monitor all exits, halls and stairways to be sure they are maintained clear and unobstructed.
- Ask anyone blocking an aisle or a doorway to move. This includes personal items.

5.5.4 After the Event:

- At the completion of the event, the responsible person shall complete and sign the Fire Safety Checklist to verify that all appropriate fire safety measures were completed.

- Fold the form in thirds (with Fire Safety address facing out), tape or staple the form and drop it into campus mail to Box 1914.

5.5.5 Assembly Occupancy Capacity Calculations:

Occupancy capacities have been calculated by Brown University Office of Environmental Health & Safety and are subject to change, based on inspections by the Providence Fire Department, under provisions of the Rhode Island Fire Safety Act of 2003.

Using the Spreadsheet (Appendix B) – Occupancy capacity of a room is based on the net square footage of unobstructed floor space available. The “Net Floor Area” listed in this table is based on an observation of the room set up for normal usage. Usually the “Net Floor Area” represents the total floor area of an empty room. However, if the room contains a stage, a display case, a large table or chair, or any other permanent or semi-permanent fixture, the space occupied by the obstruction must be subtracted from the total area of the room to arrive at the “Net Floor Area.”

“Concentrated Use” capacities are based on the number of people standing in a room, and are calculated at 7 square feet of “Net Floor Area” per person. This use applies to parties and dances. Tables, chairs, stages, bars or any other furnishing placed in the room will reduce the capacity by 1 person for every 7 square feet of floor space taken up by the furniture.

“Less Concentrated Use” capacities assume that people are seated at tables.

“Non-Fixed Seating” refers to chairs that are easily removed from the room. Folding chairs and tablet chairs in classrooms are examples of “Non-Fixed Seating.”

“Fixed Seating” refers to seats in auditoriums or gymnasiums, where the seats or bleachers are permanently affixed to the floor.

6 RESPONSIBILITIES

6.1 EVENT SPONSORS:

- Groups that sponsor events in University buildings must appoint a responsible person whenever attendance at the event will exceed 49 persons. That person must be familiar with the university’s Emergency Action Plan. The Emergency Action Plan is available on-line at the Brown University Office of Environmental Health and Safety web site: <https://www.brown.edu/about/administration/environmental-health-safety/index.php?q=topics/fire-safety>
- The responsible person must also complete the Fire Safety for Events Checklist. The form is available on-line at the following web site: http://www.brown.edu/Administration/EHS/restricted/checklist_events.pdf
- Whenever an event will have 300 or more attendees the responsible person must request a firefighter detail from Fire Safety at least two (2) weeks prior to the start of the event and provide an account number to cover the cost of the detail.
- The responsible person shall perform an inspection of the space before the start of the event using the checklist and be present throughout the duration of the event to assure compliance with this program.

- If food warming is required, ensure that the guidelines for the safe use of Sterno type gel fuel are followed as described in this program.
- At the completion of the event, the responsible person shall complete and sign the Fire Safety for Events Checklist to verify that all appropriate fire safety measures have been completed. Forward the completed form to Fire Safety via campus mail to Box 1914.

6.2 FACILITIES MANAGEMENT:

- Assure that the set-up of tables and chairs is done in accordance with fire code specifications as referenced in Section V of this program.
- Be responsible for the installation and maintenance of life safety equipment (fire alarms, sprinklers, emergency lighting, exit signs, doors and emergency hardware.)
- Assign events to appropriate locations that will accommodate the expected attendance.

6.3 ENVIRONMENTAL HEALTH & SAFETY – FIRE SAFETY:

- Provide training regarding the implementation of this program.
- Schedule Providence Fire Department detail firefighters upon request and coordinate all detail billing.
- Assist with Crowd Management for significant University events upon request.
- Review the policy annually and update as needed.
- Maintain a list of capacities for all assembly areas.

7 TRAINING REQUIREMENTS

EAP Training is required for all Brown employees and is recommended for all students. Emergency Action Plan training will be conducted in accordance with the University's EAP Program located at the following URL:

<https://www.brown.edu/about/administration/environmental-health-safety/index.php?q=topics/fire->

Crowd Manager Training is required for Crowd Managers working events of 1000 or more attendees. The training is provided by the Rhode Island State Fire Marshal's Office and can be scheduled through Fire Safety.

8 REFERENCES

National Fire Protection Association, NFPA 1 – The National Fire Prevention Code, 2003

National Fire Protection Association, NFPA 101 – The Life Safety Code, 2003

R.I. State Fire Marshal's Office, Rhode Island Uniform Fire Safety Code, 2003

Candle Corporation of America, Sterno – Education and Safety Website, January 2007, www.sterno.com

APPENDIX A

Fire Safety for Events Checklist

Brown University
Event Safety Program Checklist
(for use with 50 or more persons at an event)

(Please Print)

Event Date:		Event Time:	
Event Location:			
Occupancy Capacity of the Reserved Space:	<u>Actual Attendance at Event:</u>		
Name of Event:		Sponsoring Organization:	
Event Manager Name:		Phone Number:	

PLANNING THE EVENT (insert check mark or circle N/A (not applicable) for each item below:

Working with the Scheduling Office, & Student Activities for student groups, choose a space that has adequate occupant capacity for your event. Changes to the predetermined set up of chairs, tables, bars, stages, etc. must be approved by Fire Safety.

or N/A: If you expect more than 300 attendees at the event, you must contact Fire Safety **at least 2 weeks** prior to the start of the event to determine if you will need a Providence Fire Department detail firefighter. By Rhode Island State Law, the Providence Fire Marshal will make that determination. The cost of the detail is the responsibility of the event sponsor. A department account number (or a check) must be supplied to Fire Safety before a detail will be scheduled. Contact Fire Safety for rates.

or N/A: **All decorations, wall coverings or sound insulation must be flame resistant**, as specified in the fire code. Decorations purchased at retail stores (party stores, discount stores, etc.) are generally flammable and are not allowed. This includes, but is not limited to: crepe paper, butchers paper, cardboard, cloth, textiles and the like. **Cut or dried vegetation (hay bales, corn stalks, Christmas Trees) are prohibited** in assembly spaces. Contact Fire Safety with any questions concerning the flammability of materials in the space.

or N/A: Candles and other open flames are generally prohibited in assembly spaces. Only the Chaplain's Office, Dining Services and their approved contractors may use candles for approved events.

or N/A: Sterno gel type fuel may be used for food warming by trained Dining services staff. See guidelines in the complete Events Policy for training. (Section 5.4)

or N/A: If more than 1,000 attendees are expected, a Crowd Management Plan must be filed with the Providence Fire Department and trained Crowd Managers must be present throughout the event. Any show or musical concert seating more than 2,000 attendees must use reserved seating only. Contact Fire Safety 6 weeks prior to the event.

90 MINUTES PRIOR TO THE START OF THE EVENT

- Check the panic hardware on all exit doors to assure smooth operation
- Open all exit doors to check the door swing, and remove any obstructions
- Check to make sure that any handicapped accessible entrances are unlocked and unobstructed
- Confirm that there are at least two clear exits
- All halls, egress passageways must be clear and unobstructed – no storage, even temporary.
- Fire doors must never be blocked open or chained shut
- Stairways must be clear – no storage, even temporary.
- Confirm that exit signs are present, visible and appear to be operating properly.
- Confirm that adjoining spaces present no obvious fire hazards.
- Fire extinguishers must be available for use. Check to be sure the pressure gauge is in the green zone.
- Know the location of fire alarm pull stations and assure that they are visible and easily accessible.

AT THE BEGINNING OF THE EVENT AND BETWEEN MUSICAL SETS

The following announcement (or similar announcement) **must** be made at the start of the event, and between musical sets:

“In the event of a fire alarm, please proceed calmly to a nearby exit, leave the building and move away from the doorway.
Please note the location of nearby exits. The closest exit may not be where you entered.
Be aware that the way you entered may not be the most direct way out.
Sitting or standing in the aisles and doorways is not permitted.
Smoking is not allowed inside any University building.
Please turn off or silence all pagers and cell phones.”

DURING THE EVENT

- Assure that the occupancy capacity of the space has not been exceeded at any time.
- Continue to monitor all exits, halls and stairways to be sure they are maintained clear and unobstructed.
- Ask anyone blocking an aisle or a doorway to move.

AFTER THE EVENT

When each applicable task has been completed, place a check mark or circle in the space provided.
 Insert the actual attendance (on the first page) for the event, sign and date the form below.
 Within 48 hours, please return the completed form to the Fire Safety Office via interoffice campus mail.

x **Date:**

Signature of Event Manager (from the sponsoring organization)

CONTACT THE FIRE SAFETY OFFICE WITH ANY QUESTIONS
 Telephone: 863-3462 Fax: 863-3417 e-mail: fire_safety@brown.edu

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Brown University
Fire Safety Office
Box 1914

OFFICIAL OCCUPANT CAPACITIES OF CAMPUS ASSEMBLY SPACES

Updated 10/5/12

NOTE: Classroom capacity set by Registrar

CHANGES TO ANY ESTABLISHED LAYOUT REQUIRES CONSULTATION WITH BROWN FIRE SAFETY (401) 863-3462

- * Meeting or Lecture includes 10' x 10' area for speaker and four 3' wide aisles to exit doors
- ** Buffet dinner in Andrews Hall to use alcoves for food service
- ** Buffet dinner assumes 6 - 8' tables. Sit down dinner assumes 5' tables with 10 chairs and aisles
- & Smaller venue cocktail party includes 128 ft² of space for DJ, 1 -8' x 16' bar and 1 -8' x 5' water and food table, 10 high-top tables and 1- 8' x 5' registration table
- && Larger venue cocktail party includes 128 ft² of space for DJ, 2-8' x 16' bars, 1 -8' x 5' water and food tables, 20 high-top tables and 1 - 8' x 5' registration table
- # Dance includes room for 2 - 8' x 16' bars, 128 ft² of space for DJ and 1 - 8' x 5' registration table
- ## Performance includes a 12' x 12' performance area or stage, with two 3' aisles and seating for guests. No tables

Name of Assembly Space	Scheduling Contact	Meeting or Lecture*	Sit down or Buffet Dinner **	Cocktail Party & or &&	Dance #	Performance/Event ##
Alumnae Hall :		Scheduling Office				
Auditorium	These numbers include a 30% reduction for fire code deficiencies	433	188	350	400	433
Commons Room		30	35	35	n/a	n/a
Crystal Room		100	70	97	n/a	n/a
The auditorium can seat 320 for dinner if a fire detail is provided						
Andrews Hall:		Dining Services				
Dining Room (Ter. =200, Patio 30)	see website for form	Side alcoves to be used for buffet service, set up not to impede exits.				
		620	380	500	645	600
Barus & Holley :		Scheduling Office				

Rm. 166 - Tanner Auditorium		186	n/a	n/a	n/a	n/a
Rm. 168 - Ress Auditorium		140	n/a	n/a	n/a	n/a
Rm. 190 - Seminar/Conference	Engineering Department	59	n/a	n/a	n/a	n/a
Bio-Medical :						
	Scheduling Office (8 am to 5 pm)					
Cohen Lecture Room	Bio-Med (after 5 pm)	44	n/a	n/a	n/a	n/a
Eddy Auditorium	contact Carrie Furtado)	86	n/a	n/a	n/a	n/a
Novak Amphitheater - Rm. 202		110	n/a	n/a	n/a	n/a
Room B13 Classroom		68	n/a	n/a	n/a	n/a
Watson CIT:						
	Scheduling Office					
Room 165 - Motorola Aud.	(with approval	73	n/a	n/a	n/a	n/a
Room 219	from CIS)	65	n/a	n/a	n/a	n/a
Room 227		65	n/a	n/a	n/a	n/a
Room 477 Lubrano Conference	CIS	45	n/a	n/a	n/a	n/a
Faculty Club:						
	Faculty Club					
Huttner Room	see website for ph. #	n/a	120	n/a	n/a	n/a
Portrait Room		n/a	60	n/a	n/a	n/a
Graduate Student Lounge						
	(GSC) Graduate					
Lounge	Student Council	n/a	n/a	78	78	n/a
Terrace	(see website for form)	n/a	n/a	78	78	n/a
Granoff Center for Creative Arts						
	CAC (Chira Delsesto)					
Martinos Auditorium - seats	performance - 36 on stage	218	n/a	n/a	n/a	256
Cohen Gallery (Room S210)		63	n/a	72	70	83
Prod. Studio #1 - Room S410		109	n/a	234	232	235
Prod. St. #2 - Rm. N420 Englander	Limited due to 1 exit	49	n/a	49	49	49

Prod. St. #3 - Rm. N430 Kooper	Limited due to 1 exit	49	n/a	49	49	49
Prod. St. #4 - Rm. N330	Limited due to 1 exit	49	n/a	49	49	49
Grant Fulton Hall: 105 Benevolent Music Department						
Room 105		140	n/a	n/a	n/a	200
Main Hall - Room 115		133	n/a	n/a	n/a	175
Hillel: Hillel (Devora Weiner) and Scheduling Office						
Goldfarb Social Hall		299	unk	unk	unk	unk
Meeting Room		60	unk	unk	unk	unk
Winnick Chapel		125	unk	unk	unk	unk
Hunter Laboratory Scheduling Office		Off line for 2012/2013				
J. Walter Wilson Scheduling Office						
Room 201		20	n/a	n/a	n/a	n/a
Room 202		20	n/a	n/a	n/a	n/a
Room 203	Writing Center	20	n/a	n/a	n/a	n/a
Room 301		20	n/a	n/a	n/a	n/a
Room 302		20	n/a	n/a	n/a	n/a
Room 303		20	n/a	n/a	n/a	n/a
Room 401		20	n/a	n/a	n/a	n/a
Room 402		20	n/a	n/a	n/a	n/a
Room 403		20	n/a	n/a	n/a	n/a
Room 501		20	n/a	n/a	n/a	n/a
Room 502		20	n/a	n/a	n/a	n/a
Room 503		20	n/a	n/a	n/a	n/a
Kassar House: Scheduling Office						

Foxboro Auditorium		110	n/a	n/a	n/a	n/a
Keeney Quad. :						
	Scheduling Office					
Arnold Lounge	with Res Life approval	157	n/a	100	100	n/a
King House:						
	Student Act. With					
Total for Upstairs & Downstairs	Residential Life & Fire Safety	n/a	n/a	116	116	n/a
List Art Bldg. :						
	Scheduling Office					
Lobby center - May only be used when Bell Gallery is closed		n/a	n/a	100	n/a	n/a
Lobby near 110 - (Rooms 110 and 120 must remain empty)		n/a	n/a	52	n/a	n/a
Room 110		90	n/a	n/a	n/a	n/a
Room 120		225	n/a	n/a	n/a	n/a
Room 210		25	n/a	n/a	n/a	n/a
Room 220		25	n/a	n/a	n/a	n/a
Machado House:						
	Residential Life					
Classroom -Room 201	(with approval from	20	n/a	56	56	n/a
Large Lounge - Rm. 202	French Studies	n/a	n/a	85	85	n/a
Middle Lounge - Room 204	863-3500)	n/a	n/a	36	36	n/a
East Lounge/Dining - Rm. 206		n/a	n/a	63	63	n/a
MacMillian Hall :						
	Scheduling Office					
Room 115		110	n/a	n/a	n/a	n/a
Starr Auditorium (Rm. 117)		293	n/a	n/a	n/a	n/a
Manning Hall Chapel :						
	Chaplain's Office					
Chapel	863-2344	208	n/a	n/a	n/a	n/a
Haffenreffer Museum		77	n/a	n/a	n/a	n/a

Meehan Auditorium:	Athletics Department					
Skating Rink	863-3532	1214	n/a	n/a	1214	1214
Bleachers		2500	n/a	n/a	2500	2500
Metcalfe - Mind Brain Center						
	Scheduling Office					
Metcalfe Auditorium (Lecture Hall)	(plus 4 wheelchair spots)	206	n/a	n/a	n/a	n/a
Nelson Fitness & Coleman Pool						
	Athletics Department					
Nelson Lobby & Lounge	863-3532	n/a	n/a	187	n/a	n/a
Coleman Aquatics - Seats		n/a	n/a	n/a	n/a	400
Coleman Aquatics - Pool Deck		n/a	n/a	n/a	n/a	615
Coleman Aquatics - Swimming Pool		n/a	n/a	n/a	n/a	275
Dance Studio - 109		200	132	164	n/a	n/a
Dance Studio - 112		130	84	105	n/a	n/a
OMAC: 235 Hope Street						
	Athletics Department					
Field House	863-3532	1790	n/a	1790	1790	1790
Hall of Fame Room		150	n/a	n/a	n/a	n/a
Orwig Music:						
	Music					
Room 315		65	n/a	n/a	n/a	n/a
Partridge Hall (TWC):						
	Scheduling					
Formal Lounge 1 Rm. 103	with approval	15	n/a	n/a	n/a	n/a
Formal Lounge 2 Rm. 105	of TWC staff	20	n/a	n/a	n/a	n/a
Informal Lounge Rm. 207		25	n/a	n/a	n/a	n/a
Pembroke Field House: 2nd floor						
	Sched. With Athletics	52	n/a	90	90	n/a

Pembroke Hall:						
	Pembroke Center					
Room 202	Humanities 863-6070	50	n/a	n/a	n/a	n/a
3rd fl. Hall - 305		140	n/a	250	n/a	n/a
Pizzitola:						
	Athletics Department					
Bleachers	863-3532	2500	n/a	n/a	n/a	n/a
Balcony Box		315	n/a	n/a	n/a	n/a
Residence Hall Common Rooms:						
	Scheduling with approval from the Office of Residential Life					
Andrews Hall: East Lounge		47	n/a	n/a	n/a	n/a
Hope College: Appleget Room		51	n/a	n/a	n/a	n/a
Morriss Hall: Fireside Lounge		150	n/a	180	n/a	n/a
Perkins Hall		48	n/a	48	48	
West House	total for up & downstairs	n/a	n/a	125	n/a	n/a
Wriston Quad: all Program House	Lounges with Libraries	125	n/a	n/a	n/a	n/a
Rhode Island Hall:						
	Scheduling with approval of the Archaeology Department					
Classroom		48	n/a	102	n/a	n/a
Lobby		n/a	n/a	73	n/a	n/a
Robinson Hall:						
	Economics Department					
Rotunda		n/a	n/a	77	n/a	n/a
2 balconies above rotunda		n/a	n/a	43 each	n/a	n/a
Salomon Hall:						
	Scheduling Office					
Lower Auditorium - Rm. 001		224	n/a	n/a	n/a	224
Room 003		60	n/a	n/a	n/a	60
Room 004		15	n/a	n/a	n/a	60

<i>De Ciccio Family Auditorium Rm 101</i>	449 main + 23 stage + bal.	594	n/a	n/a	n/a	617
<i>Balcony - Rm. 101 2nd floor</i>	(145 included in above total)	-	n/a	n/a	n/a	-
Room 202		46	n/a	n/a	n/a	n/a
Room 203		46	n/a	n/a	n/a	n/a
Sayles Hall: Scheduling Office						
Auditorium		500	250	525	545	500
Classroom 104		16	n/a	n/a	n/a	n/a
Classroom 105		23	n/a	n/a	n/a	n/a
Balcony	(Music Department)	n/a	n/a	n/a	n/a	20
Balcony for Holiday Carols ONLY	per agreement with Providence Fire Prevention			n/a	n/a	36
Sharpe Refectory: Dining Services						
Chancellor's Dining Hall	see website for form	150	110	150	n/a	n/a
CDH Annex		82	w/above	w/above	n/a	n/a
Dining Room 6		45	n/a	n/a	n/a	n/a
Dining Rooms 8 and 9 each hold		64	45	75	n/a	n/a
Sidney Frank Life Sciences: 8am-12pm Scheduling Office						
Lobby	after 12 pm contact	n/a	n/a	127	n/a	n/a
Marcuvitz Auditorium	Carrie Furtado	98	n/a	n/a	n/a	n/a
Smith-Buonanno: Scheduling Office						
Class of '74 Auditorium Rm. 106		128	n/a	n/a	n/a	n/a
Common Space		n/a	n/a	94	n/a	n/a
Sciences Library: Libraries						
Friedman Study Center	Contact Steve Lavallee	90	n/a	127	n/a	n/a

SRCC at Faunce House:						
Lobby Room 000D	Scheduling Office	n/a	n/a	20	n/a	n/a
Underground Bar Room 001	Student Group	85	n/a	125	n/a	n/a
Marketplace Lounge Rm. 011	Scheduling w/SAO	n/a	n/a	49	n/a	n/a
Meeting Room 032	Scheduling Office	10	n/a	n/a	n/a	n/a
Meeting Room 033	Scheduling Office	13	n/a	n/a	n/a	n/a
Meeting Room 035	Scheduling Office	12	n/a	n/a	n/a	n/a
Kasper Multipurpose Room	Scheduling Office	320	200	350	370	370
Blue Room Dining Room 111	NOT FOR SCHEDULING	n/a	177	n/a	n/a	n/a
1st floor Lounge Room 125	Scheduling w/SAO	20	n/a	n/a	n/a	n/a
Petteruti Lounge - Room 201	Scheduling w/SAO	94	60	145	n/a	n/a
Leung Living Room 211	NOT FOR SCHEDULING	150	n/a	150	n/a	n/a
Meeting Room 225	Scheduling	20	n/a	n/a	n/a	n/a
Memorial Room 229	Scheduling	38	n/a	n/a	n/a	n/a
Graduate Student Room 301	NOT FOR SCHEDULING	32	n/a	n/a	n/a	n/a
Meeting Room 302	SAO	32	n/a	n/a	n/a	n/a
Rainbow Meeting Room 327	Scheduling w/LGBTQ	12	n/a	n/a	n/a	n/a
Meeting Room 339	SAO	14	n/a	n/a	n/a	n/a
Meeting Room 342	SAO	21	n/a	n/a	n/a	n/a
Steinert Center:						
Music Department						
Recital Hall - Room 105	Contact Ashley Lundh	n/a	n/a	106	n/a	106
T.F. Green Hall:						
Black Box Theatre - Room 101	Production Workshop	n/a	n/a	n/a	n/a	max. 220
Room 114	Scheduling Office	32	n/a	n/a	n/a	15
Performance Room 203	Production Workshop	n/a	n/a	n/a	n/a	155
Room 205 - Dance Practice	Scheduling Office	n/a	n/a	n/a	n/a	203

Vartian Greg. Quad "A"	Scheduling Office					
Room 116A		23	n/a	n/a	n/a	n/a
Room 116B		27	n/a	n/a	n/a	n/a
Room 116C		15	n/a	n/a	n/a	n/a
Room 116D		16	n/a	n/a	n/a	n/a
Room 116E		30	n/a	n/a	n/a	n/a
Warren Alpert Medical School Julie Jewitt 3-5433						
		a/k/a 222 Richmond Street				
Lecture Hall Room 160 or 170	NOTE: 152 + 21 fold chairs each	173	n/a	n/a	n/a	n/a
Lobby Areas 1st, 2nd, or 3rd		MUST CONSULT WITH FIRE SAFETY ON AN EVENT BY EVENT BASIS				
Wilson Hall:	Scheduling Office					
Room 101		65	n/a	n/a	n/a	n/a
Room 102		108	n/a	n/a	n/a	n/a
Room 301		52	n/a	n/a	n/a	n/a
Room 302		88	n/a	n/a	n/a	n/a
Room 309		55	n/a	n/a	n/a	n/a
Theatres:						
Lyman Hall: 77 Waterman Street		Barbara Reo				
Ashumu - Dance Theatre	Includes Performers	75 seats	-	126	-	150
in Ashumu can add up to 25 sitting on floor in front of chairs for 100 guests per performance						
Leeds Theatre	Includes Performers	between	141 and 206	depending on	set up	stage
Stuart Theater: 75 Waterman Street						
Auditorium	Barbara Reo	maximum	depending	on stage	set up	305
Balcony		-	-	-	-	38

Carr House:	Comparative Literature					
MacCormack Theatre - Floor	Includes Performers	-	-	-	-	92
MacCormack Theatre - Balcony		-	-	-	-	20

Churchill House: 155 Angell St.	Department of Africana Studies (Rites & Reason Theater)					
G.H. Bass Auditorium	Includes Performers	-	-	-	-	90

UNIVERSITY GREENS: * Greens Total is people standing no tables or chairs - tent useage capacity is deter. by tent size

<i>(NOTE: # refers to location on 4/09/11 Greens Map)</i>						
		TOTAL*	CAPACITY			
Main Green (# 16)	Scheduling Office	6000	-	-	-	-
Simmons Quad. (was Lincoln) incl. Memorial Park (# 18 & #18B)		2167	-	-	-	-
Front/Quiet Green (# 14 & 15)	Scheduling Office	3958	If tent	depends on	tent size	-
Maxcy Green (# 19)		684	If tent	depends on	tent size	-
Science Park (# 20 & 21 M.W.W.)		746	If tent	depends on	tent size	-
Manning Lawn (# 21B)		740	If tent	depends on	tent size	-
Starr Plaza (# 25)		325	If tent	depends on	tent size	-
Patriot Court (# 27)		766	If tent	depends on	tent size	-
Hughes Court (# 28)		795	If tent	depends on	tent size	-
Maddock Alum. (#29 & #30)	NOT FOR SCHEDULING	343	If tent	depends on	tent	-

Keeney Quad upper (# 32)		592	If tent	depends on	tent size	-
Keeney Quad lower (# 31)		595	If tent	depends on	tent size	-
List Art (# 13)	NOT FOR SCHEDULING	470	If tent	depends on	tent size	-
MetChem Square (near Hunter)		184	If tent	depends on	tent size	
The Walk south (# 43)		720	If tent	depends on	tent size	-
The Walk north (# 42)		866	If tent	depends on	tent size	-
Ittleson Quad	w/approval of Athletics	5600	If tent	depends on	tent size	-
in front of Orwig	Music Dept.	170	-	-	-	170
In front of Fulton	Music Dept.	170	-	-	-	170
Pembroke Quad north (# 7)	NOT FOR SCHEDULING	627	If tent	depends on	tent size	-
Pembroke Field (# 38)	Athletics Department	4677	-	-	-	-
Gregorian Quad	NOT FOR SCHEDULING	-	266	-	400	-

NON Brown-Owned Places of Assembly used for Special Occasions:

First Baptist Church in America	NOT FOR SCHEDULING	1316***	Variance allows balcony use by > 50 for Commencement only
Note: total rises to 1436 w/ 120 persons seated in the basement			
**FOR COMMENCEMENT ONLY - 821 in Sanctuary plus 30 standing in back per PFD, 465 in balcony w/ 25 fold. chairs 40 on benches			
Central Congregational Church	NOT FOR SCHEDULING	840	per Brown Fire Safety
First Unitarian Church	NOT FOR SCHEDULING	830	per Providence Fire Department
St. Stephen's Church	NOT FOR SCHEDULING	800	per Providence Fire Department

