



Terms and Conditions for Erecting Tents and Temporary Structures

By signing below, the participant agrees to comply with all staking, strapping, and permitting requirements mandated by the Colorado Karting Circuit, South Metro Fire Rescue, Arapahoe County Airport Authority, and the Arapahoe County Building Department. Furthermore, by setting up any membrane structure(s) at the Colorado Karting Circuit facility, the participant accepts full liability if their structure fails to remain within its designated pit location or causes damage to any person or property. Any violation of these terms and conditions will result in immediate ejection from the facility and may incur fines and damages, as determined at the time of the violation and at the sole discretion of the Colorado Karting Circuit.

Staking Requirements for All Membrane Structures:

- Structures must be secured to the ground using at least 24" double-headed tent stakes, concrete blocks of appropriate size, or appropriately sized water barrels.
- Structures must be strapped to stakes and/or weights with a minimum of 2" ratchet straps.
- Canopies must be properly fastened to frames to prevent separation.

Safety Requirements for All Membrane Structures:

- A minimum of two points of ingress and egress must be clearly labeled with EXIT signs.
- EXIT signs must measure at least 8" x 12" with red lettering on a white background.
- A minimum of two 5lb fire extinguishers must be provided.
- For tents larger than 400 square feet or with any dimension exceeding 75', additional extinguishers are required to ensure that no extinguisher is more than 75' away from any point in the tent.
- Extinguishers must be clearly labeled and remain easily accessible.

Permitting Requirements:

- "Pop-up" or "EZ-UP" style tents exceeding 700 square feet of continuous area require a temporary structure permit from South Metro Fire Rescue.
- If a 12' fire break is provided and no contiguous area exceeds 700 square feet, the temporary structure permit requirement may be waived.
- Any other membrane structures require a temporary structure permit from South Metro Fire Rescue if:
 - The total area exceeds 700 square feet, or
 - ANY walls are fastened to the structure, including banners, and the total area exceeds 400 square feet.

How to Obtain a Permit:

1. **Create an account:** <https://aca-prod.accela.com/southmetrofire/Default.aspx>
2. **Application Submission:**
 1. Log In to Accela
 2. Click "new" on header bar then "create new permit application"
 3. Accept the terms and conditions
 4. Select "tent, canopy, membrane structure"
 5. Use 13600 Eagle Rock Rd Englewood, CO 80112 for address and press "continue application"



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6. Select "add new" applicant
 7. Fill your information and click "continue"
 8. Click "continue application"
 9. Write "new temporary tent permit" in general description
 10. Write details including size of tent, type of tent in the detailed description
 11. Click "continue application"
 12. Click "continue application"
 13. Click "continue application"
 14. Your application is now submitted.
3. **Permit Fee:** A fee of \$130 is required for processing the permit, you will be notified that your permit is approved via email once the review is complete. Once you are notified and your fee is paid, you will be able to schedule your inspection.
 4. **Processing Time:** Allow up to 5 business days for the permit to be processed.
 5. **Inspection:** Once the membrane structure is erected and staked, an inspection by South Metro Fire Rescue is necessary to ensure compliance with safety regulations.
 6. **Contact Information:** For questions please reach out to CKC staff or contact Brad Gleason with South Metro Fire Rescue at 720-989-2251 or brad.gleason@southmetro.org
 7. **NOTE:** If there are multiple tents that need permitting for a specific event, the tents can be combined into a single permit and inspection and will be subject to only one \$130 inspection fee provided all tents can be inspected in a single inspection. Contact CKC staff to coordinate combined permits and inspections.

By signing below, I acknowledge that I have read these terms and agree to adhere to all outlined requirements.

Participant Signature:

Participant Printed Name:

Date: