Scope:
This guide is intended to provide safety standards and regulations for the construction and operation of temporary structures. These regulations shall apply to temporary Haunted Houses, Ghost Walks, Corn Mazes, or similar operations open to the public where combustible, decorative material and confusing sounds and or visual effects are present.

Definitions:
For the purpose of this document, certain terms and words are defined as follows:
Haunted House: A temporary or permanent building or structure, or portion thereof, which contains a system that transports passengers or provides a walkway through a course so arranged that the means of egress are not apparent due to theatrical distractions, not visible due to low illumination, are disguised, or are not readily available due to the method of transportation through the building or structure.
Ghost Walk/Corn Maze: Outdoor area similar to Haunted House where egress to a public way is not readily identifiable.

Permits:
1. A minimum of three weeks prior to event start date, a permit application shall be submitted to the Poudre Fire Authority fire prevention for review. An onsite inspection shall be made for final approval.
2. A permit fee is calculated on an individual basis of $65.00 per hour (one hour minimum). The permit fee includes a plan review and a site inspection.

Permit Application:
Permit application shall include the following:
1. A dimensional site plan indicating the proximity of event building to other structures or hazardous areas and path of travel from event building or area to the public way.
2. A dimensional floor plan indicating total square footage, width of exits, number of exits, interior pathways, etc.
3. Floor plan should also show location of fire extinguishers, location of electrical panels, light switches, location of smoke detectors, and fire alarm panel.
4. Written emergency procedure (see emergency planning section below).
5. Written permission for occupancy use from building owner.
6. Proof of a minimum of $1 million in liability insurance, shall be provided.

Requirements:
1. Emergency Planning
   a) Maximum occupant load (including staff) shall be determined during plan review. A sign stating maximum occupant capacity shall be posted in a visible location near the entrance and staff shall control the flow of patrons so as to not exceed this limit.
   b) A written emergency plan shall be provided with permit application packet. All employees shall be trained in emergency procedures.
   c) Emergency procedure shall include training of staff and familiarization with fire alarm tone. Specific personnel shall be designated to turn off all distracting noises (i.e. sound system) and turn lights on when alerted by the fire alarm or other emergency arises.
   d) This event shall be adequately staffed to control the occupant load and assist patrons in exiting should an evacuation be necessary. The staffing level shall be determined upon review of plans and may be increased at the discretion of the inspector.
   e) All staff shall carry flashlights and know the location of all the exits, fire extinguishers, light switches, electrical panels, and emergency phones.
   f) Phone communication shall be readily available for contacting 911 in an emergency.
   g) Customers are required to be accompanied and supervised through the event by haunted house staff, and must travel as a designated group. These groups can be no more than 10 customers in size.

2. Exits
   a) Two exits shall be provided from each room with an occupant load of 50 or more. Exit door shall swing in direction of egress travel.
   b) Illuminated exit signs, with battery backup, shall be provided at each exit serving an occupant load of 50 or more. Self-illuminating exit signs are required for all exits serving less than 50.
   c) Emergency lighting with battery backup shall be provided in all rooms or areas and exit pathways when serving an occupant load of 100 or greater.
   d) Exit doors on rooms of occupancy of 50 or more shall have panic hardware.
   e) Exhibit and decorative materials shall not obstruct, confuse or obscure exits, exit pathways exit signs or emergency lighting units.
3. Fire Protection
   a) All amusement occupancies larger than 1,000 square feet shall have an approved automatic sprinkler system.
   b) Automatic sprinkler or detection systems already in place cannot be altered or obstructed from functioning.
   c) Fire extinguishers shall be a minimum 2A10BC rated, properly mounted, visible, accessible and one for every 75’ of travel.

4. Electrical
   a) Extension cords shall be heavy commercial type, U.L. listed, in good condition, and appropriate for use. Cords shall be protected from damage (i.e. cord bridges).
   b) An electrical permit may be required, depending on set-up.
   c) Only U.L. approved power strips with over current protection are allowed.

5. Decorative Material
   a) All decorative material shall be both inherently flame retardant and labeled as such, or shall be made flame retardant. A sample may be tested...NO BLACK PLASTIC! All decorative material larger than 3 feet by 3 feet must be constructed using NFPA 701 certified Flame Retardant Paper. No decorations can block or hinder the emergency lighting or suppression system.

6. Miscellaneous
   a) Care and consideration shall be used with respect to smoke generation and smoke detector locations. Use of smoke generators may be restricted if determined to be incompatible with detection system.
   b) "No Smoking" shall be placed at entrance and throughout exhibit.
   c) No storage or use of flammable or combustible liquids, gases, or solids is allowed.
   d) Open flame is prohibited.
   e) Portable generators shall be kept a minimum of 20 feet from all temporary or permanent structures.