

**ROGER WILLIAMS UNIVERSITY PROCEDURES FOR  
TOWN OF BRISTOL FIRE/POLICE DETAILS, CROWD MANAGERS  
ROOM CAPACITIES AND TENT PERMITS**

When Are Details Required

*Fire*

Fire Details are required for any indoor event hosting more than 300 people. This includes athletic events, conferences, lectures, etc. The 300 includes all those in attendance (presenters, staff, catering, etc.), not just the invited individuals.

For outdoor events, required fire details are in the discretion of the Town Fire Chief in consultation with the EH&S Department. Such could (and most likely will) be required for large outdoor events under a tent (e.g. commencement), large outdoor gatherings (e.g. a carnival), or outdoor higher-risk events (e.g. the bonfire, fireworks, etc.).

*Police (Traffic Detail)*

A police detail (Bristol Police Officer) with a marked cruiser is required when a campus event (or multiple events are the same time) with an expected large number of guests (1500 or above) are coming onto campus could cause a disruption in the normal traffic flow on a state highway (route 136).

*Police (Crowd Control)*

A minimum of two sworn police details (Bristol Police Officers) are required for large indoor events that have the possibility of crowd control issues (e.g. large concerts or athletic events).

For outdoor events, required police details are in the discretion of the Town Police Chief and University Director of Public Safety.

*Ambulance / EMT Services*

The Director of Public Safety shall determine whether on-site ambulance services are needed for particular events (e.g. large concerts to handle SDA's).

Indoor athletic events that require a Fire Detail (i.e. 300+ people) may request that one of the assigned Bristol Fire Department members be a Rhode Island licensed EMT.

It is recommended that the organizers of any athletic events request EMT Services from the Department of Public Safety prior to any event where an athletic trainer will not be present.

If a Detail is Needed / Points of Contact

If a detail is needed (or if there are questions regarding the need for a detail) the following should be contacted to request a detail from the Town of Bristol Police and/or Fire Departments (*no one, apart from the following, should be requesting details*):

Fire Details: Kathy Souza (alternate Cat Conley)  
Police Details: Pam Moffatt-Limoges

*Revised January 20, 2012*  
*Revised July 16, 2014*

**This applies to all events on campus**, regardless of whether it is an RWU event or an outside group using

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Town fee of \$35.00 for every \$5,000.00; plus  
Everything over \$5,000 is an additional \$7 per \$1,000.00; plus  
State fee of \$1.00 for every \$1,000.00

Example: Tent price total \$ 2,700.00 = \$ 35.00 plus \$3.00 for total fee of \$38.00

Example: Tent price total \$8,000.00 = \$35.00 plus \$21.00 plus \$8.00 for total fee of \$64.00

Fire-safety inspections charges are generally included as part of the tent rental (if not, the fee is \$30.00).

All building permits for tents shall be processed through EH&S. The only exception is tents for private weddings, where building permits (and inspections)