Scope: To assist event organizers in selecting the appropriate venue for their event in relation to setup; activity; and the number anticipated to attended.

At no time can the proposed setup of seating at tables exceed the occupant capacity of the space. Event staff must be accounted for within the posted maximum occupancy.

The seating capacity, calculated using the Net Floor Space and not the whole room, allows an exclusion of certain spaces that would not be available for use as seating such as back of house areas, stages, buffet service tables, photo booths and any other object in the room.

The Occupancy for a given event is dependent on the Set Up and will be determined after review by the Fire Marshal’s Office.

When developing your seating and layout plan:
- Consider the number, capacity and physical arrangement of exits.
- Exits, exit aisles, and exit aisle access must be included in the plan.
- The number of people who will use them determines exit aisle and access widths.
- Some facilities have pre-approved plans for recurring events.
- Consultation with the Fire Marshal’s Office is required for any deviations from an approved plan.

Important Terms:
- Aisles Access – the space between the tables and chairs to allow a person to walk to an aisle
- Aisle – a designated space clear of any obstacle which leads to an exit
- Cross-Aisle – the same as an aisle and offers options in direction of travel and ease of access to the exit
- Minimum distance – code requirements for space between tables and the width of aisles (this is dictated by rules detailed below)
Rules to determine changing widths of aisle and aisle-access widths

1. Aisle accessways shall not be less than 12”
2. The minimum 12” is measured from 19” from the table edge (where the back of the chair would be when occupied)
3. Aisle accessways must increase by a half inch for every foot beyond 12 feet of accessway length
4. Travel from any seat in the aisle accessway shall not exceed 30 feet to the Aisle.
5. No aisle less than 36 inches if the occupancy is 50 or less.
6. No aisle less than 44 inches if the occupancy is more than 50.
7. Aisle widths are measured from the chair (19” rule from the edge of the table)
Calculating aisle access width (rules 1, 2 and 3)

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 feet, 12 feet</td>
<td>½ inch for every foot beyond 12 feet (rule 3) = 6 inches added to the minimum 12 inch aisle access way</td>
<td>12 inches aisle access plus 6 inches added = 18 inches now required for aisle access width</td>
<td>19 inches (chair) + 19 inches (chair) + Required 18 inches width required = 56 inches from table edge to table edge</td>
</tr>
</tbody>
</table>

The maximum travel distance to an exit is 200 feet (no sprinklers) 250 feet with sprinklers