



Portable Seating Setup Quick Guide for Performing Arts

Background:

It is important that in seminar rooms, halls, entertainments events, temporary structures, and similar venues provided with non-fixed seating that it should be set out to general standards. This is to ensure that adequate escape routes are provided and designed, so that in the event of a fire they are capable of enabling the occupants to evacuate the room, space, venue or building in the most effective manner.

Factors to Consider:

1. Capacity

Information on campus room capacities may be obtained from Life Safety Plans. Fire regulations determine the legal capacities. Be aware that the occupant load is the maximum capacity based on the net clear floor area. When planning for an event, consider the following:

Use	Minimum area per person
concentrated (concerts, dances, lectures)	7 sq ft per person
less concentrated (dining room, exhibit room)	15 sq ft per person
fixed seats	number of fixed seats
stage (persons on stage)	15 sq ft per person

2. Exit Routes

Number of persons	Minimum number of exits
50 - 499 persons	2 remote exits
500-999 persons	3 remote exits
1000 or more persons	4 remote exits

Exits must remain unobstructed and provide clear access to the outside at all times. Wires or cables are not permitted to be placed in front of exits or on steps. All wires or cables on floors must be properly taped down or covered to avoid tripping hazards.

- Exit routes must be free of explosives or highly flammable furnishings and other decorations.
- Arrange exit routes so employees will not have to travel toward a high hazard.
- Ensure exit routes are unobstructed.
- Ensure exit routes are properly lit.
 - Stairs must have a minimum of 10 fc (108 lux) measured at the walking surface, and a minimum of 1.0 fc (10.8 lux) for floors and walking surfaces. For theaters the illumination at the walking surface level is permitted to be reduced during performances to not less than 0.2 fc (2.15 lux), provided that the required illuminations is automatically restored upon activation of a premises' fire alarm system where such system is provided.
- Keep exit route doors free of decorations or signs that obscure the visibility of exit route doors.

3. Exit Access

- The travel distance of exit access should not be more than 300ft.

Number of persons	Exit access width
0-50 persons (non public, backstage)	28 inches
>50 or public access	36 inches

4. Assembly Aisle Accessways

Total # of Seats	Maximum number of seats per row permitted to have a minimum 12in clear width aisle accessway	
	Aisle or doorway at both end of row	Aisle or doorway at one end of row only
<4,000	14 *	7 °

* the minimum clear width of 12 inches can be increased by 0.3 inches for every additional seat beyond 14 seats but the minimum clear width is not required to exceed 22 inches

° the minimum clear width of 12 inches can be increased by 0.6 inch for every additional seat beyond 7 seats, but the minimum clear width is not required to exceed 22 inches

5. ADA Access

- A single wheelchair space shall be 36 inches wide minimum.
- Front entered wheelchair space shall be 48 inches deep minimum. Where a wheelchair space can be entered only from the side, the wheelchair space shall be 60 inches deep minimum.
- Wheelchair spaces and companion seats should be dispersed to all levels that include seating served by an accessible route.
 - Companion seats are reserved for guests who accompany individuals requiring wheelchair space.
 - In row seating, companion seats shall be located to provide shoulder alignment with adjacent wheelchair spaces.
 - Companion seats shall be equivalent in size, quality, comfort and amenities to seating in immediate area.
- Turning Space shall be a space of 60 inches in diameter minimum.

Number of Wheelchair Spaces in Assembly Areas	
Number of Seats	Minimum Number of Required Wheelchair Spaces
4 to 25	1
26 to 50	2
51 to 150	4
151 to 300	5
301 to 500	6
501 to 5000	6, plus 1 for each 150, or fraction thereof, between 501 through 5000