



*Safety and Risk Management*

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TO: All Deans, Department Heads, Directors

FROM: Bill Decatur, Executive Vice President and Chief Operating Officer

SUBJECT: TENTS ON THE UNIVERSITY OF TOLEDO CAMPUS

DATE: July, 2005

The use of tents on University property requires that the sponsor, planner or host for the activity erect them in accordance with procedures to assure compliance with state law and minimize risks associated with use of these structures.

All tents require approval in advance by the head of the affected and or sponsoring academic or business unit and an approved University Tent Permit from Athletics or Student Life. The application form must be submitted 21 days in advance of set up and may be found on line at: <http://www.safety.utoledo.edu/forms.asp>.

It is not appropriate to place a tent on campus without specific consideration of the location. Particularly in view of underground utilities certain areas of the campus have been mapped as more or less appropriate for tent set up. Maps with acceptable tent locations are available at Facilities Planning, Athletics, Grounds, UT Police, Risk Management or the Student Union.

In addition to the University tent permit **any tent measuring greater than 120 square feet (10 X 12) in area requires an advance permit from the State of Ohio Department of Commerce. By contrast, a canopy is a tent that has at least 75% of the perimeter open without sidewalls or drops. A canopy requires an advance permit if it exceeds 400 square feet (20 X 20) and if open on all sides only if it exceeds 700 square feet (23 X 30).** The cost of this permit is \$178.25 per event irrespective of the number of tents. If a tent is planned in conjunction with other tent events on campus (e.g. football games) it can be combined into one permit. This would require coordination with Athletics or Student Life and is also important to ensure no space conflicts develop. If a tent is planned for an unrelated event permit assistance is available from Athletics (Sean Briner), Student Life (Tom Trimble) or Risk Management (David Hopka).

Advance planning is strongly encouraged as permits are not available from the State of Ohio on an expedited basis. Tents requiring permits will frequently have to be erected in advance of the

event so as to be available for weekday inspection **by a State of Ohio representative**. A Sunday event will require the tent in place no later than the previous Friday morning.

Only tents from the two approved vendors for the University are to be used (Toledo Tent or Meredith Rentals). These vendors can supply the additional equipment requirements listed below and are also familiar with the campus tent maps. No personal owned or loaned tents from non-approved sources are permitted. Tents must be supplied with portable fire extinguishers, exit and no smoking signs. Tents must have a flame resistance certificate and must be 20 feet apart and similarly separated from other structures, parked vehicles and outdoor cooking equipment. Cooking tents require special fire extinguishers and the vendor providing food services must be required to provide them.

Please remember all tents require approval before set up. Tents over 120 square feet additionally require a state permit and the auxiliary equipment described. A tent erected without the appropriate permit(s) is subject to immediate impoundment by the University and the tent sponsor subject to assessment of labor charges for removal.