



APPLICATION TO ERECT A TENT ON CAMPUS

This form is to accompany the APPLICATION FOR THE USE OF FACILITIES

Student Union Reservations Office

419-530-5202

Completion of application does not guarantee a permit will be granted

Sponsoring Organization(s) _____
 Representative _____
 Local Address _____ Daytime Telephone _____
 Email Address _____ Today's Date _____

DATE(S) OF EVENT: _____ **SIZE:** _____ TENT / CANOPY

CONTRACTED TENT PROVIDER: _____

DATE TO BE ERECTED: _____ **DATE TO BE REMOVED:** _____

Locations for tents on campus are limited to pre-approved locations as shown on the attached site plan. Some locations have restrictions on the use of stakes. Use the site plan to circle the location for your tent(s).

LOCATION: Flatlands Mall Area Peterson Field Glass Bowl Other (describe on back)

EVENT TIMES: From _____ AM/PM to _____ AM/PM

FOOD AND BEVERAGE SERVED: Yes No

ALCOHOL TO BE SERVED: Yes No

COOKING: Yes No

ELECTRICAL POWER: Yes No

This form must be completed and returned to the Student Union Office 21 days prior to the event. Applicant understands that all arrangements for program support (electricity, stage, tables, labor) must be made at the expense of the sponsoring organization. Applicant further understands that tents must be available for inspection by University representatives by 12 o'clock noon the day prior to the scheduled event and that applicant must arrange to have all safety requirements met at the time of inspection including flammability certificate, no smoking signs and portable fire extinguishers appropriate to the event activities. The approved tent permit must also be posted at the tent location.

Applicant hereby represents that he has made a full and complete disclosure of all information which might be pertinent to the University's consideration of this Application and that all of the above statements and information are true and correct. Applicant further agrees to observe all University policies and regulations.

 Applicant Signature Title Date

After all the above information is provided, return this form to SU 2525 for date verification. Form will then be sent around for approvals. You will be notified when all approvals have been received.

REQUIRED APPROVALS

After approval a permit will be issued and must be prominently posted at the tent location.

OFFICE USE ONLY.

Date Verified _____ Student Activities _____
Signature date Signature date

Campus Police _____ Grounds _____
Signature date Signature date

State Inspection Required Y / N **Fire Extinguishers Required _____ (qty)** **EXIT signs Required _____ (qty)**

Safety & Health _____
Signature date