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.

<table>
<thead>
<tr>
<th>OFFICE USE ONLY. Date Verified</th>
<th>Student Activities</th>
<th>State Inspection Required</th>
<th>Fire Extinguishers Required (qty)</th>
<th>EXIT signs Required (qty)</th>
<th>Safety &amp; Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature date</td>
<td>Signature date</td>
<td>Y / N</td>
<td>(qty)</td>
<td>(qty)</td>
<td>Signature date</td>
</tr>
<tr>
<td>Campus Police</td>
<td>Grounds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature date</td>
<td>Signature date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

09/05