

University of Illinois at Urbana-Champaign

Tent Application

(to be completed by organizer)

Sponsoring

Department/Organization:

Name of Event:

Number of Attendees Expected:

Department or Organization:

Department Contact Name:

Phone Number and Email:

Business Providing Tent:

Date and Time of Event:

Approximate Dates of Tent
Construction & Deconstruction:

Does the tent have sides? Or is the
tent open on the sides?

Checklist (to be completed by organizer):

- Certificate of Flame Resistance has been provided with this request. (Organizer request from tent supplier.)
- Means of securing the tent to the ground has been provided with this request.
- Site plan has been provided with this request (including tent location, indication of any proposed heaters, cooking areas, electrical, and transformers).
- If seating is proposed, a dimensioned floor plan indicating the location and width of all exits/egress has been provided with this application. (Not Applicable)
- The organizer acknowledges the following announcement shall be provided when advertising for the event:

“If you will need disability-related accommodations to participate in this program/event, please contact (name, host department) at (phone number, e-mail.) Early requests are strongly encouraged to allow sufficient time to meet your access needs.”

- The organizer acknowledges there shall be no smoking permitted within the tent.

Additional Questions (to be completed by organizer):

A) Will the entryways, doors, aisles, or other means of ingress/egress be kept unobstructed while the tent is open or occupied by the public? _____

B) Will the tent structure and surrounding area be kept free of hay, shavings, straw, or similar combustible materials? _____

C) Will cooking be proposed? _____
(Cooking shall not take place under the tent; cooking shall be a minimum of 20 feet from the tent.)

D) Will any compressed gas cylinders be present (CO2, Propane, etc.)? _____
(Compressed gas cylinders must be properly stored, secured in an upright position and well protected from damage; tanks shall be kept a minimum of 10 feet from all buildings.)

E) Is any electrical equipment proposed? _____
(If applicable, indicate all lights, switches, receptacles, exit/EM lights, smoke and carbon monoxide detectors, panels, generators on the site plan and floor plan.)

F) Is a generator proposed? _____
(If a generator is proposed, provide cut sheets. Locate the generator on the site plan and include the distance from the tent. Indicate on the site plan that a ground rod will be driven for the generator.)

G) Will electric equipment be connected to outlets by electrical cable or cords suitable for outdoor use? _____
(All cords shall be sunlight resistant and extra hard usage; all wiring shall be neat and protected from damage.)

H) Will fire extinguishers be provided? _____
(Minimum distance to a fire extinguisher shall be 75 feet.)

I) Will any heating devices be present? _____
(See Tent Safety handout for requirements for general guidelines of propane or electric heaters.)

Additional Organizer Comments:

Approval (to be completed by Code Compliance and Fire Safety)

Building Official: _____ Date: _____