



Tents and Canopy Use on Campus Policy

Effective Date: November 2012

Approval: March 17, 2014

Maintenance of Policy: Vice President of Facilities Management

PURPOSE: This policy defines the process for campus functions that requires a tent or canopy.

SCOPE: The Department of Facilities Management is responsible for making sure that all tents and canopies are placed in a designated area as not to disturb any landscaping and/or irrigation systems. Environmental Health and Safety/Risk Management (EHS/RM) and the Facilities Management must review the proposed tent or canopy design in advance.

POLICY:

1. Request to erect tent, canopy or membrane structure: Whenever tents and canopies are going to be erected, notice must be given to Facilities Management at least ten business days in advance. Facilities Management will review the plan and approve placement of tent(s):
Electrical and Mechanical Systems in tents: Any wiring should be approved by Facilities Management and must follow the National Electrical Code. Trailers must be grounded. Ground fault circuit interrupter (GFCI) protection devices shall be used.
2. Tents must meet all Ohio Building and Fire Codes. The Environmental Health & Safety/Risk Management (EHS/RM) requires that all requirements are met. A completed City of Dayton tent application, a copy of the certificate of flame resistance and a diagram of tent location with tent sizes shall be turned into (EHS/RM), located on the 5th floor of College Park Center.
3. If tent is erected by a third party, a certificate of insurance naming the University of Dayton as additional insured is required.
4. Combustible Materials: Hay, straw, shavings or similar combustible materials shall not be located within or next to any tent.
5. Fire Extinguishers: A minimum of two (2) 10-pound ABC fire extinguishers in each tent. Other extinguishers may be deemed necessary once application is reviewed depending on the activities. Loaner extinguishers may be available.
6. Fire Lanes: Provide adequate clear space for emergency vehicles. All entryways, booths, tables and trailers should be set up to maintain a minimum unobstructed width of 12 feet and avoid designs with "dead-ends."

REFERENCE DOCUMENTS:

1. University of Dayton
Tent/Canopy permit
2. City of Dayton Tent Permit Application
3. City of Dayton Fire Permits and Fees

POLICY HISTORY:

Approved as amended
March 17, 2014

Approved in original form
November 2012

POLICY (continued):

7. No Smoking is allowed in, under or alongside any tent or in any area where combustible material is present. No smoking signs are required to be posted.
8. Cooking Equipment and Open Flame in Tent: Charcoal, LP gas, or gasoline cooking devices or any other unapproved open flame shall not be permitted to be located within 20 feet of any tent used for assembly purposes or open to the public. Candles, Sterno or similar open flame devices are not allowed in, under or alongside any tent.
9. Public Assembly: If 50 or more people are going to be under the tent, a City of Dayton temporary public assembly permit is required.
10. All City permit fees are the responsibility of the event organizer, including arranging for any required inspections. Copies of inspections shall be turned into EHS/RM. A University of Dayton Tent/Canopy permit must be completed for each tent use.
11. Any/All damages to landscaping and/or irrigation systems shall be charged to the accountable party.
12. Organizer of event is responsible for canceling or calling any event in the event of inclement weather.
13. The University reserves the right to require a tent be taken down for any reason deemed to be unsafe including inclement weather.