

Effective: June 23, 2009

**Administrative Policy
TENTS**

Approved: June 23, 2009
President's Cabinet

Purpose

The University has purchased two tents for use at campus functions. The size of the tents are 20' x 30' and 20' x 20'.

Procedure

The moving crew is in charge of the tents. To reserve a tent, complete the tent form on the Maintenance Operations website and submit to the Logistics Supervisor. Tent reservations require a 72 hour advance notice. Tent reservations are on a first come basis.

Costs

There is no charge for a university group as long as the tent(s) may be set up or taken down Monday through Friday, 7:00 a.m. to 3:00 p.m. This excludes holidays. Tents for weekend use will be set up on a Friday and taken down on a Monday. Tents that have to be set up or taken down after 3:00 p.m., or on a weekend, will incur a charge of \$136 for each task per tent.

Outside groups having events on campus will be charged a flat fee of \$275 per tent.

All parties are responsible for tent damage incurred during their event. Tents will be inspected prior to and after all events. Costs of damages will be billed accordingly.