

**Effective:** June 23, 2009

**Administrative Policy  
TENTS AND TEMPORARY STRUCTURES**

**Approved:** January 23, 2009

**Revised:** December 2, 2019

President's Cabinet

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**Purpose**

This policy provides the guidelines for managing tents and temporary structures on campus for University-sponsored events and external contracted activities.

The Facilities Management Department (FMD) Standard Operating Procedure (SOP) ADMIN-004 Tents and Temporary Structures provides the detailed implementation procedures of this policy.

**Scope**

Tents and temporary structures (stages, inflatables, climbing walls, canopies, etc.) can be erected on campus to support University-sponsored events and contracted activities. private reunions, camps, conferences and other similar activities.

Temporary structures such as sheds, pole buildings or other similar structures that may require local and/or state permits are not covered by this policy.

**Process**

Any department or office requesting a tent or temporary structure on campus must submit a Tent and Temporary Structure Request Form to Facilities Management Department for review and final decision.

Tents and temporary structures may be rented assets. The requesting office must fund and submit the SAP purchase request prior to the tent or structure arriving on campus.

**Billable and Non-Billable Services**

In addition to the rental cost, the requesting office may be responsible for other services as detailed in the supplemental SOP. These fees will include direct material costs and labor effort required as approved annually by the President.