

APPENDIX 1 – TENT AND TEMPORARY STRUCTURE REQUEST

Request shall be submitted two (2) weeks before the scheduled event.

If using University Purchasing for this event, please enter a SAP purchase request.

Date of Event Starting:	Date of Event Ending:
Event Name:	
Event Location:	
Requesting Department or Office:	
Contact Name:	
Phone Number:	Email:
Vendor Name:	
Approximate size of largest structure: (l) (w) (h) in feet	
Number of structures, if more than one, and additional dimensions:	
Anchoring system details (<i>weighted, staked, exempt structure</i>):	
Seating, stage and other equipment (<i>if applicable</i>):	
Table and chair count (<i>still need to submit Move Request</i>):	
Equipment and utilities services (<i>still need to submit Work Order</i>):	
Additional services (Grounds, Custodial, etc.) needed (<i>still need to submit Work Order</i>):	
Comments:	

Checklist of attachments to be provided with this application:

Columns for Office Use

Item	Attachments	<u>FMD</u>	<u>Safety</u>
1.	Site plan including dimensions to closest adjacent structures		
2.	Anchoring system details		
3.	Seating, stage and/or other equipment plan (if applicable)		
4.	Equipment and Utilities Plan (where applicable)		
5.	Certificate of Liability Insurance		