UMB TENT REQUEST FORM

Before any tent can be constructed on University property, approval must first be obtained from the entity with oversight of the proposed outdoor space (typically a Dean’s or Vice President’s Office), and then by the University Fire Marshal. This form must be submitted at least 14 days prior to the proposed construction of the tent. Email completed form to aroberts@umaryland.edu or fax to 410-706-8212. APPROVAL OF THIS FORM DOES NOT SIGNIFY APPROVAL FROM THE RESPECTIVE DEAN’S OR VICE PRESIDENT’S OFFICE.

The event organizer is the responsible person in charge that will be on-site for the duration of occupancy. The event organizer is responsible for the safety of the occupants and for all necessary coordination with University Police, the Office of Emergency Management, Environmental Services, Operations & Maintenance, etc.

Requestor’s Name: ___________________________ Request Date: ____ / ____ / ____
Requestor’s Phone: ___________________________
Requestor’s Email: ___________________________
Event Organizer: ___________________________
Phone Number of Event Organizer: ___________________________
Description of Event: ___________________________
Proposed Location: ___________________________
Proposed Date(s) of Tent Occupancy: ____ / ____ / ____ to ____ / ____ / ____
Start & End Time: _____:____ am / pm to _____:____ am / pm
Tent Supplier & Installer: ___________________________
Phone Number of Installer: ___________________________

Complete one row in the following table for each proposed tent. If more than 3 tents will be erected (greater than 200 ft²), please list all on a separate document.

<table>
<thead>
<tr>
<th>Total Square Footage (ft²)</th>
<th>Length (ft)</th>
<th>Width (ft)</th>
<th>Number of Open Sides (0-4)</th>
<th>Estimated Number of Occupants</th>
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If the estimated number of occupants is 50 or greater, a scaled site plan and tent layout must accompany this request. The site plan shall depict the location of the tent with respect to surrounding buildings. The tent layout shall depict the arrangement of all contents within the tent (tables, chairs, stages, aisles, fire extinguishers, means of egress, etc.).

Evidence of Tent Fabric Flame Resistance: Visible Label / Certificate / Letter

If evidence will be fulfilled via a testing certificate or a letter from the supplier, a copy must be attached to this request.

Provided Number of Crowd Managers (1 per 250 occupants required): ________________

Will there be lighting or power in the tent? Yes / No

If yes, how will lighting or power be provided? ________________

If tent is greater than 1200 ft² and enclosed, how will emergency lighting be provided?

Will there be heating in the tent? Yes / No

If yes, type of heater? Propane / Electric / Other: __________

Will there be any open flames in the tent? Yes / No

If yes, please describe: __________________________________________________________________

Where will occupants relocate to in the event of severe weather?

____________________________________________________________________________________

EHS USE ONLY

Date Received: ________________ Date Processed: ________________

Comments: __________________________________________________________________________

____________________________________________________________________________________

APPROVED / DENIED

Inspection Required? Yes / No