

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 Office of the Fire Marshal (OFM). This form must be submitted at least 14 days prior to the proposed construction of the tent. Email completed form to FireMarshal@umaryland.edu.

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 UMB 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: _____

Tent Information:

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

Total Square Footage (ft ²)	Length (ft)	Width (ft)	Number of Open Sides (0-4)	Estimated Number of Occupants

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 (Select One):

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?

OFM USE ONLY

Date Received: _____ **Date Processed:** _____

Comments: _____

APPROVED / DENIED

Inspection Required? YES / NO