

# Auburn University

## Policy on Tent Usage

### I. POLICY STATEMENT

This policy provides an understanding of how the usage of tents for outdoor entertainment events on Auburn University's campus is permitted to ensure proper safety precautions are adhered to, and to protect/preserve university property and activities.

### II. POLICY PRINCIPLES

- It is understood that by conducting an outdoor entertainment event, the permit holder fully agrees to the terms of the [Risk and Indemnification Agreement](#).
- Tent site locations are limited by available space, campus construction and availability for specific events. Tents request are allocated on a first come first serve basis, with priority going to university sponsored and funded events.
- Tent Users are expected to safeguard against injury and loss of life due to penetrating underground utilities with equipment or stakes.
- Tent Users are expected to protect the campus infrastructure from costly damage and interruption of utility services to university and general public.
- The Tent Permit fee shall cover costs associated with the locating of underground utilities. This fee may be incurred through the commercial company applying for and erecting the tent.

### III. EFFECTIVE DATE

July 1, 2014

### IV. APPLICABILITY

This policy applies to all students, faculty, staff, and visitors of Auburn University.

### V. POLICY MANAGEMENT

Responsible Office: Division of Student Affairs & Facilities Management

Responsible Executive: Vice President for Student Affairs & Associate Vice President for Facilities Management

Responsible Officer: Tent Committee

### VI. DEFINITIONS

**Tent Committee:** Representatives from offices including, but not limited to: Risk Management & Safety, Communications & Marketing, Facilities Management, Division of Student Affairs, Auburn Police Department, Auburn Athletics, University Housing & Residence Life and Auxiliary Services.

**Campus:** [Campus Map](#)

## **VII. POLICY PROCEDURES**

### **Types of Temporary Tents Covered**

- A Tent Permit is required for all tents that exceed 399 square feet or any tent that has anchoring stakes 12 inches or longer.

### **Time Period of Tent Erection**

[Tent Permit Requests](#) must be submitted ten (10) business days prior to the requested date the tent will be installed. The temporary commercial tent must not be erected more than two (2) days prior to the event (5:00 PM on Thursday for a Saturday game) and must be removed not later than one (1) day after the event.

### **Authorized Tent Locations**

Tent locations are determined by Facilities Management and approved on an as-needed basis.

Tent sites may be assigned to local tent rental companies to ensure that the tents are erected by qualified personnel and are in compliance with all criteria and regulations. Areas outside these boundaries will be approved on a first come first served basis.

Requests for areas under the control of the Athletic Department will use the [Tent Permit Request form](#) and request will be routed to the Auburn University Athletic Department for approval.

Tents should not inhibit the egress of any building.

### **Location of Underground Utilities**

As outlined by [Alabama 811](#) guidelines, prior to erection of any tent underground, utilities are must be located and properly marked. It is the responsibility of the tent erection personnel to ensure this has been completed. The university will provide locating services which must be requested 10 days prior to the installation of the tent. The work order is included as part of the Tent Permit, questions regarding location services should be directed to 334-703-0615.

## **VIII. SANCTIONS**

The Auburn University Office of Communications & Marketing, Division of Student Affairs, Facilities Management, and the Auburn Police Department have the authority to revoke a permit during the event, if event coordinators do not abide by the provisions of the permit. Event coordinators will receive ONE warning. Alleged violations of the Policy on Tent Usage by registered students and/or student organizations will be referred to the Office of Student Conduct. Events that do not have permits for tent usage may be shut down.

## **IX. INTERPRETATION**

The Tent Committee is the primary interpreter of this policy.

ADOPTED: July 2014  
REVISED: June 1, 2016