

Fredonia Tent / Canopy Application and Permit Form

Applicant's Name: (Applicant will be the primary contact for this project)	Date: Department:
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Phone Number: Fax Number: Email:	Contracted Tent Provider:
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Date(s) of Event: Date to be Erected: Date to be Removed: Event Time: From _____ <input type="checkbox"/> AM <input type="checkbox"/> PM To _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Tent <input type="checkbox"/> Canopy (check one) Number of Tents/Canopies: Size of Tents/Canopies (example - 10 ft x 10 ft): Anticipated Occupancy (each):
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Food/Beverages Served: <input type="checkbox"/> Yes <input type="checkbox"/> No Type of Cooking (include Fuel Type): Power Source(s): <input type="checkbox"/> Premises (local electric) <input type="checkbox"/> Generator Heating: <input type="checkbox"/> Electric <input type="checkbox"/> Propane <input type="checkbox"/> None	Location(s):
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Required Submittals with this Application:
Fire Resistance: A certificate or other proof of approval by a testing laboratory is acceptable as evidence of the required fire resistance.

This form must be completed and returned to the Code Compliance Manager (Facilities Planning Office) 10 business days prior to the event. Applicant understands that all arrangements for program support (electrical, stage, tables, labor...) must be made by the sponsoring organization. Applicant further understands that tents must be available for inspection by Environmental Health and Safety Code Coordinator prior to the scheduled event and that the applicant must arrange to have all safety requirements met at the time of inspection. This approved tent/canopy permit must also be posted at the tent/canopy location.

Applicant hereby represents that he/she has made a full and complete disclosure of all information which might be pertinent to the university's consideration of this Application and that all of the above statements and information are true and correct. Applicant further agrees to observe all university policies and regulations. See Fredonia Guidelines for the Use of Tents/Canopy online at www.fredonia.edu/admin/cfm or www.fredonia.edu/admin/envhealth. You can also request these guidelines by contacting Facilities Planning at 673-3722 or Environmental Health & Safety (EH&S) at 673-3769.

After all the above information is provided, submit the completed form to the Office of Facilities Planning, The State University of New York at Fredonia, Hendrix Hall, Fredonia, New York 14063. Once the permit has been approved all correspondence related to requirements and inspections shall be directed to the attention of EH&S at 673-3796.

Facilities Planning Use Only

Permit Approved with Restrictions: _____

Permit Approved Permit Not Approved Permit Not Required

Code Compliance Manager Signature (Signature Required for Approval):

 _____ Date: _____