



Campus Tent Request Form

CALIFORNIA STATE UNIVERSITY, CHICO

(Submit completed form with CAF to Facilities Reservations – Zip 720 or SSC 110)

Is this an **Original** Request or an **Update** ?

Today's Date: _____

Must be filled out by Requestor: _____

Event Name: _____

Location Requested: _____

Requested Dates/Times" _____

Set-up: Event Day & Date: _____

Time: _____

Take-down: Event Day & Date: _____

Time: _____

On Campus Requestor: (please complete info)

Requestor: _____ Dept/Group: _____ Ext: _____ Zip: _____

***On-Site Responsible Party** (present at event): _____ ***Cell Phone:** _____

Off Campus Requestor: (please complete info)

Requestor: _____ Address: _____

Organization: _____ Phone: _____ ***Cell:** _____

***Onsite Responsible Party** (present at event): _____

All tents and canopies having an area of over 400 square feet (larger than 20' x 20') or an occupant load of more than 10 persons, require that an application for a Special Events Permit that must be submitted to the SFM for review and approval.

Please see second page for CA Office of the State Fire Marshal requirements and more information.

20' X 40' Tent with Sides – Requires Special Events Permit (FEE: \$425 Campus Requestor or \$467.50 Off Campus User – permit not included)

20' X 40' Tent without Sides – Requires Special Events Permit (FEE: \$325 Campus Requestor or \$357.50 Off Campus User – permit not included)

15' X 20' Tent with Sides - (FEE: \$255 Campus Requestor or \$280.50 Off-Campus User)

15' X 20' Tent without Sides - (FEE: \$225 Campus Requestor or \$247.50 Off-Campus User)

Map Attached (Please include a sketch of a map of where you would like the tent located.)

CAF# _____

Vendor Contact Info for Setup of Campus Tent(s): Gary Bergeron @ In-Tents Events 530.321.4639

- Facilities Reservations will coordinate setup, contact info for onsite purposes only

*****OFFICE USE ONLY*****

Request Sent to In-Tents Events _____

In-Tents Events Confirmation _____

Date: _____



Department of Environmental Health & Safety
**FIRE AND LIFE SAFETY REQUIREMENTS FOR TENTS
AND CANOPIES ERECTED ON CAMPUS**

Application for Permit:

In accordance with regulations of the Office of the State Fire Marshal (SFM), all tents and canopies having an area of *over* 400 square feet (larger than 20' x 20') or an occupant load of more than 10 persons, require that an application for a Special Events Permit be submitted to the SFM for review and approval. Tents and canopies are also subject to an on-site inspection by the SFM prior to final approval for the event.

The application must be submitted to the Department of Environmental Health and Safety (EHS) no less than 21 days in advance of the event to ensure all agency requirements and approvals can be obtained. EHS will submit the application on behalf of the University / sponsoring organization or group to the SFM.

Fees:

There is no charge for the application or permit; however, if a pre-event inspection is required by the State Fire Marshal fees of approximately \$263.00 (one hour) will be incurred. Inspection fees may be higher if deficiencies are found or more than one inspection is required.

How to Obtain the Permit:

Contact the Department of Environmental Health and Safety (EHS) at (530) 898-5126. EHS staff will complete the Special Event Permit application on your behalf.

EHS will need the following information in order to complete the application:

1. Event sponsor, name, and contact information.
2. What is the nature of the event?
3. When (date & time) and where (campus location) will the tent(s) be erected?
4. What is the total size and number of tents, will there be side panels?
5. How many chairs, tables, stages, podiums, etc. will be inside of the tent?
6. Will food* be prepared or served inside the tent?
7. Is electricity required?
8. Do you plan on using decorations, decorative fabric, etc.?

Additional information may be required dependent on the event and size of tent.

*EHS food serving permit may be required.

Please contact EHS at (530) 898-5126 if you have any questions.

Thank you for your contribution to campus fire safety!