

Policy Title: **University Facilities Tent Request and Use Policy**

Policy Steward: Assistant Vice President for Facilities Services

Purpose: University Facilities owns a limited number of non-permanent 10' x 10' and 10' x 20' tents available for the convenience and use of campus customers. This policy shall establish parameters around the distribution of this equipment and convey to customers clear and consistent information about usage, applicability, and procedures.

Applicability: This policy applies to permitted requestors and the non-permanent tent equipment purchased or owned by the Division of University Facilities.

Permitted Requestors and Use- University departments, programs, faculty, and staff within the Academic and Administrative Divisions.

Non-Permitted Requestors and Use- University divisions, departments, programs, or groups who own their own tents, including but not limited to units in Admissions, Athletics, and Student Development and Campus Life (including student organizations). Further, University Facilities will not provide tents to off-campus organizations or for fee-based activities sponsored by off-campus organizations and for the benefit of non-MSU customers.

Policy: The tents and associated components ("Equipment") owned by University Facilities are primarily available to support outdoor teaching, learning, and administrative activities sponsored by Montclair State University departments for the benefit of University faculty, staff, and students. Approval to use this equipment is granted for activities or events on a first-come, first-served basis; however, consideration for approval will be assigned in the following priority order:

1. Academic Classroom Use
2. Presidential Special Events
3. Academic Program Use
4. Administrative Use

Tent requests must be authorized by University Deans and Vice Presidents. Requests must be submitted to the Department of Facilities Services through the Maximo Work Order System from 10 (minimum) to 60 (maximum) business days in advance of the desired activity date. Tent requests are approved and scheduled at the discretion of the Assistant Vice President for Facilities Services. Submission of a tent request does not guarantee that equipment will be approved or available for use.

Upon approval, Facilities Services will initiate the permit request process, if necessary, and ensure that the assembled equipment complies with required safety guidelines. University Facilities reserves the right to revoke tent use approval or disassemble tent equipment if predicted or actual weather or other hazardous conditions pose a risk of personal injury or equipment damage.

University departments and employees will comply with appropriate occupancy, fire, and safety codes in all campus spaces, including tented areas. University Facilities reserves the right to modify requested physical set-ups to ensure such compliance. Cooking or the use of an open flame under tents is strictly prohibited. Once tents are assembled, University Facilities personnel will not disassemble the equipment until the activity end date, except in the event of weather or other hazardous conditions. Requestors are prohibited from moving, modifying, or rearranging assembled equipment. The requestor assumes responsibility for any damage, loss, or theft incurred to items left unsecured under an unmonitored tent.

Loaned equipment including tents, weights, and spikes remain the property of University Facilities while in use. Requestors must return all University equipment in the same condition in which it was received, minus normal wear and tear at the end of the use arrangement.

The Assistant Vice President for Facilities Services retains the right to terminate any tent use agreement at any time.

Procedure:

- 1.** Interested University departments or staff will submit a tent request in the “Move Request” category and “Event Setup” sub-category in the Maximo Maintenance Management System.
- 2.** The Assistant Vice President for Facilities Services (AVP) will review the request for appropriateness and applicability and contact the requestor within three business days to gather more information (if necessary) and approve or disapprove the request. In the absence of the AVP, the Director of Grounds, Moving, and Event Support Services will process and approve (or disapprove) tent requests.
- 3.** If tent usage is approved, the Director of Grounds, Moving, and Event Support Services will contact the requestor to confirm set up and take down schedules.
- 4.** The Director of Grounds, Moving and Event Support Services will notify and coordinate with workplace and public safety

personnel to initiate the permit process (if necessary) and ensure that tent setups comply with safety regulations.

5. If a tent permit is required, the Director of Fire Safety will complete the necessary paperwork and pay the required fees.
6. Facilities Services staff will set up and disassemble tent equipment according to established schedules.
7. In the event of predicted or actual weather or other hazardous conditions, the Director of Grounds, Moving and Event Support Services will coordinate with the requestor to disassemble the equipment and reschedule its use.

Roles/

Responsibilities:

The Assistant Vice President for Facilities Services retains overall responsibility for department operations. He or she oversees the tent use program, receives tent use requests and coordinates with requestors to gather information. He or she issues final approval for all requests, and retains the sole authority to terminate tent use arrangements at any time.

The Director of Grounds, Moving and Event Support Services manages the daily work schedules and activities of Moving and Grounds personnel. The Director coordinates with requestors about set up logistics, initiates the permit request process with Fire Safety (if necessary), ensures that physical setups conform to compliance requirements, monitors weather conditions and confers with the Assistant Vice President about set up concerns. In the absence of the Assistant Vice President, the Director will process and approve (or disapprove) tent requests.

The Director of Fire Safety completes all necessary paperwork for tent permits and pays required permit fees. The Director additionally verifies that tent set-up sites comply with safety codes.

The Facilities Customer Service Center receives tent requests in the Maximo Maintenance Management System, converts them to Work Orders, and routes Work Orders to the Assistant Vice President for review.

Customers submit requests as directed and comply with all directives for requesting and using tents as stated in this policy.

Definitions:

Academic Department- A teaching, learning, or research program or unit within the University's Division of Academic Affairs.

Administrative Department- Non-Academic work units that perform business support functions at the University.

Equipment- A group or family of products related to the assembly of tents. In this policy, tent equipment includes tent/canopy structures and their associated hardware including weights, poles, and spikes.

Hazardous Condition- A condition, circumstance, or combination of factors that create a substantial risk or danger of causing injury to persons or damage to property. In addition to dangerous weather, examples of Hazardous Conditions in this policy can include, but are not limited to: utility maintenance, construction or renovation projects, infrastructure repairs, and public safety activity.

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