Tent Request Instructions

Tent Requests will not be approved without authorization from a Dean or Vice President.

Tents are loaned to Academic and Administrative division programs and personnel to be used for activities or special events that benefit University faculty, staff, and students. Availability is limited. Assignments are granted on a first-come, first-served basis; however, consideration for approval will be assigned in the following priority order:

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

University Facilities does not manage tent requests for outdoor academic instruction.

Requests must be entered in the “Move Request” category and “Event Setup” sub-category in the Maximo Maintenance Management System at least 10 business days in advance of the activity. Please do not submit requests more than 60 business days in advance of your activity. https://maximo.montclair.edu

<table>
<thead>
<tr>
<th>Available Tent Sizes:</th>
<th>10’ X 10’</th>
<th>10’ X 15’</th>
<th>10’ X 20’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Tent Colors:</td>
<td>White</td>
<td></td>
<td></td>
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</tbody>
</table>

Tents feature canopy tops only. Sidewalls are not available.

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 assigned for use.

When submitting your request in Maximo, please ensure that the following data is included:

1. Event Name
2. Event Start Date and Time
3. Event End Date and Time
4. Event Location
5. Tent Size(s) Needed
6. # of Tents Requested

University Facilities reserves the right to revoke tent use approval or to disassemble tent equipment if predicted or actual weather or other hazardous conditions pose risk of personal injury or equipment damage.

Please direct Maximo-related questions to the Facilities Customer Service Center at 973-655-5444 or servicedesk@montclair.edu
1. Enter the web address https://maximo.montclair.edu. Enter your MSU NetID and password in the “User Name” and “Password” fields.

2. Click on the “Move Request” bubble.
3. Click on the "Event Setup" bubble.

4. Enter the information about the activity:
   1. Event Name
   2. Start Date/Time
   3. End Date/Time
   4. Event Location
   5. Tent Size(s) Needed
   6. # of Tents Requested

5. If the request is submitted on someone else’s behalf, enter that person’s name here.
6. You may attach a photo or video here. This step is not required.

7. Type the campus location here or select from the dropdown list. Click “Set Location” when done.

8. If necessary, enter more specific information about the location in this box. If further information is not needed, click “Skip this step.”
9. All done! Use the scroll arrow to review your request here. Click “Submit request” when finished.