



NKU TENT REQUEST FORM

A request is only required for tents 400 square feet or larger.

EVENT DETAILS

Event Date: _____ Event Time: _____

Location: _____

Requesting Department: _____

Department Head Signature: _____

PERSONS SUPERVISING EVENT

Name: _____ Phone: _____

Name: _____ Phone: _____

TENT RENTAL COMPANY

Company Name: _____ Phone: _____

Contact Name: _____

Address: _____

NKU SAFETY AND EMERGENCY MANAGEMENT APPROVAL

Signature: _____ Date: _____

Title: _____ Phone: _____

ADDITIONAL INFORMATION

- Apply for a site permit with the Kentucky Department of Housing, Buildings and Construction (Note: This is typically completed by the tent rental company).
- It is recommended that you use tent rental companies that have tents pre-certified with the State.
- Once erected, a state building inspector will verify that the tent meets required safety codes. Any violations found must be corrected prior to approval for use.
- It is the responsibility of the applicant to ensure all listed requirements for tents are incorporated into the setup of the tent

SEND COMPLETED FORM TO:
SAFETY AND EMERGENCY MANAGEMENT
70 CAMPBELL DRIVE

KEEP THE SIGNED FORM AT THE EVENT