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