

Northern Kentucky University	Policy Link: Fire and Life Safety Policy
Issue Date: 11/02/2018	Title: TENT PERMIT PROCEDURE
Revised Date:	

OBJECTIVE AND PURPOSE

The purpose of this procedure is to protect property, life, and health of individuals attending functions conducted in tent facilities at Northern Kentucky University. This procedure only applies to tents 400 square feet (20' x 20') or larger. This procedure is administered under the authority of the University Fire and Life Safety Policy.

DEFINITIONS

There are no definitions listed for this procedure.

RULES AND PROCEDURES

To erect and use a tent at NKU, you must adhere to the following:

- Fill out the [Tent Request Form](#) and send to Safety and Emergency Management (Lucas Admin Center 724E). The tent location must be approved prior to assembly. A site visit may be required to verify actual location.
 - 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.
 - The tent rental company must communicate with the state building inspector who will verify that the tent meets required safety codes. Any violations found must be corrected prior to approval for use.
 - The preferred method of tent anchoring is the use of weight or water barrels. If the tent company recommends the use of stakes for anchoring the tent, the university department/organization must contact Kentucky 811 to request utilities to be marked. Stakes may not be used if the tent is located in a parking lot, on the plaza or on any other paved surface.
 - It is the responsibility of the applicant to ensure all listed requirements for tents are incorporated into the setup of the tent.

The applicant department/organization is responsible for maintaining compliance with applicable regulations and codes throughout the event.

During the event tents are subject to a compliance inspection by Safety and Emergency Management. Tents found not to be in compliance are subject to immediate closure.

RESPONSIBILITIES

Safety and Emergency Management Responsibilities

Safety and Emergency Management is responsible for procedure development, review, and compliance with all applicable federal and state regulations. Safety and Emergency Management will coordinate training as needed. Safety and Emergency Management staff are authorized to halt any unsafe work practice that is not in accordance with this or any other NKU safety policy or procedure.

Chair/Director Responsibilities

It is the responsibility of the chair/director to comply with applicable environmental, health and safety laws and regulations, University policies and procedures, and accepted safe work practices.

Chairs and Directors may delegate the details of program implementation to appropriate personnel within their authority. The ultimate responsibility, however, for ensuring implementation of these programs at the academic department/administrative unit level remains with the chairs/directors.

Department/Organization Responsibilities

Complete the tent request form through Safety and Emergency Management and obtain permit from Kentucky Department of Housing, Buildings and Construction no less than two weeks prior to event to ensure required authorization and permits are obtained.

Tent Vendor Responsibilities

Provide tents approved by the Kentucky Department Housing, Buildings and Construction and erect according to manufacturer recommendations and Kentucky Building Code.

TRAINING

Departments shall ensure that employees are familiar with these procedures and adhere to the rules and responsibilities.

For additional information, forms, training, and other resources visit inside.nku.edu/safety.

Documentation of Updates and Changes:

Updated by Audra Points July 2021