

Tent Permit Form

EVENT DETAILS:

Name

Department or organization requesting a tent(s)

Event Title

Tent Vendor, Contact Name, Telephone Number

Number of Attendees

Event schedule (schedule of tent use)

TENT DETAILS:

Tent Install Date

Tent Teardown Date

Tent Dimensions

Street Address and Lawn Site of tent

Will the tent have sidewalls?

(Tents with sidewalls will require exit signs and exits must meet required widths for occupancy determined by the table found in 3103.12.2 of the 2017 Ohio Fire code).

Will the tent include any of the following:

Electric lighting?

Generator?

HVAC (Heating, Ventilation, or Air Conditioning)?

Cooking equipment?

TENT INSPECTION:

Has The Mount Vernon Fire Department arranged to inspect the tent after installation?

I have submitted work orders for all electricity hookups scheduled at least three days prior to the event date?

By signing my name digitally below I acknowledge that the information and attachments are accurate and I have read the tent process and policy guidelines.

Applicant/Dept. Name and Date

Director of Facility Operations Name and Date

ATTACHMENTS:

- Site Plan
- Floor Plan
- Design wind loads statement from tent manufacturer
- Tent membrane certificate from tent manufacturer
- Electrical Information: Electrical service source, ampacity, voltage, and phase configuration.
- Methods of grounding of tent structure, disconnecting means, and electrical circuits.
- Fire watch plan and safety plans approved by Campus Safety and the Mount Vernon Fire Marshall.