

## Binghamton University Tent and Canopy Permit

Complete this form when using Tents or Canopies and return it to EH&S 10 days prior to the event.  
Use multiple forms when necessary to list all tents.

Organizer (Name)			Phone #		
Event Name			Event Location		
Event Date(s)			Set Up Date		
Event Times Daily	Start	End	Email		

### Tent / Canopy Details

# Tents	Tent or Canopy	# Sides Open	Length	Width	Total Sq. Ft.	Comments
1						
2						
3						
4						
5						

Vendor Name and Vendor Phone #	
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### Tent / Canopy Use and Occupancy

Tent ID	Use			***Set Up			Anticipated Occupancy	# Exits	Heat	Power	Do not write EHS use only	
	Cooking	Vending	Public	Tbl	Ch	St			Y / N	Y / N	Meets Code	
											Y	N
1												
2												
3												
4												
5												

\*\*\*Set Up Key: Tables – Tbl ; Chairs – Ch; Standing – St (Check those that apply for each tent / Canopy in use)

### Required Signatures from Requester

Location Manager's Approval Received	Signature	Date Signed
Organizer has read the document 'Tent Safety Regulations' and will comply	Signature	Date Signed
Physical Facilities Maximo work order request submitted for utilities survey if stakes to be used to secure tent.	Signature	Date Signed

When completed: email to [ehs@binghamton.edu](mailto:ehs@binghamton.edu)  
Contact EH&S with any questions,  
Phone- 607-777-2211 email [ehs@binghamton.edu](mailto:ehs@binghamton.edu)

Date Received: ____ / ____ / ____	Inspected by: _____	Date: _____
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