University of Delaware

**Environmental Health and Safety**

General Services Building Room 132

222 South Chapel Street, Newark, De. 19716

(p)831-8475 (f)831-1528

fire-safe@udel.edu

**-Application for Tent Use on University Property-**

Application **MUST** be received by the EHS office 2 weeks prior to the event date

*Please print clearly.*

Applicant’s Name:

Applicant’s Organization:

Applicant’s Address:

Applicant’s Email:

Applicant’s Telephone Number: ( ) - **Fax:** ( ) -

**Please provide the following information as it will help us in evaluating your tent event:**

**Event date(s):**

**Event time:**

**Event location:**

**Event description:**

**Tent vendor:**

**Tent vendor contact name:**

**Tent vendor contact number:**

**Tent size(s)?**:

**Will the tent have side walls (Yes/No):**

**Will fire extinguishers be provided by the tent vendor (Yes/No):**

**Exit signs provided by the vendor (Yes/No):**

**How is the tent anchored to the ground (stake/weighed)?:**

**Date of tent setup:**

**Date of tent take down:**

**Generator needed for power (Yes/No):**

**If yes to answer above; is the generator UD supplied (Yes/No):**

**Will food be provided (yes/no):**

**If yes to the question above will it be prepared onsite or brought in:**

Please be prepared to have an interior tent layout ready for review with respect to table/chair layout/placement.

***Submit applications to Department of Environmental Health & Safety***

**Revised 3/25/14**