



**University of Delaware
Environmental Health & 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 Mailing Address: _____
Applicant's Email: _____
Applicant's Telephone Number: (___) ___ - _____

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

Event Title: _____

Event date(s): _____ **Event time:** _____

Event location: _____

Event description: _____

Anticipated number of guests: _____

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)?: _____

*****If the tent is to be staked to the ground please verify that the tent vendor will be submitting a Miss Utility request as per Del. State Law: (verified/not verified)** _____

Date of tent setup: _____

Date of tent take down: _____

Tent Wind Speed Rating: _____

Event/Tent Features (please check all that apply):

- Tent to be heated
- Open flames (candles/flame tables/fire pits)
- Alternate flooring (dance floor/mulch flooring)
- Interior tent walls dividing spaces
- Combustible decorations (straw/hay/corn stalks)
- Vehicles on display

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 above question; will food be cooked onsite or cooked ahead of time and brought in?: _____

******The following items will need to be submitted in addition to this application******

- Site map indicating where the tent will be set up on the property in relation to buildings/parking
- Interior tent layout showing table/chair placements
- Certificates of flame resistance for tenting material (Tent Vendor can provide these to you)

*Submit completed applications to Environmental Health
& Safety Fire Protection group email: fire-safe@udel.edu*

Revised 4/7/2022



EHS Office Use Only	Event Number#
----------------------------	----------------------