APPENDIX A

APPLICATION FOR STAGES, TENTS AND CANOPIES

University Departments, Facilities and Organizations wishing to rent, lease or purchase a stage, tent or canopy as identified in the Stage, Tent and Canopy Program shall provide the following information to Carla Gruse in RMS via email at gruse.1@nd.edu AT LEAST 30 DAYS PRIOR TO THE EVENT.

NOTE: If you are unable to meet the 30 day notification requirement, you shall be restricted as follows: Stage (erected) less than 1000 sq ft; stage (trailer mounted) less than 600 sq ft; Tent less than 200 sq ft in area; Canopy less than 400 sq ft

Date of Event _________________________________

Will this stage, tent or canopy be erected at this location longer than 30 days? ________

1. Department or organization: ________________________________

2. Responsible Person (must provide name, phone number and email address):
   Name:_______________________________________
   Phone:_______________________________________
   Email:_______________________________________

3. Identify the stage, tent or canopy provider, including contact person and phone number:
   ________________________________________________

4. Identify the specific items as follows:
   Stage size:_________________________________ Location:_____________________________________
   Tent size:_________________________________ Location:_____________________________________
   Canopy size:________________________________ Location:_____________________________________

5. Attach all pertinent information from the provider including:
   a. Engineering specifications (stage, including load limits, stair, railing) in electronic format.
   b. If video or audio towers or stage attachments are utilized, engineering specifications must be provided in electronic format.
   c. Engineering specifications including wind rating and material flammability rating (tents & canopies) in electronic format.

6. Contact Utilities at least one week prior to the installation of a stage, tent or canopy that will utilize ground penetrating stakes for a utility locate service. Please attach a copy of the locate approval or the approval number ________________________________.