



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 RMS via email to riskman@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 _____

- 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) in electronic format.
 - d. Engineering specifications including wind rating and material flammability rating (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 _____.
- 7. RMS shall provide the permit number to the authorized person.