



STAGE, TENT AND CANOPY PROGRAM

1. PURPOSE

1.1 This program provides guidance to University employees that work with or are responsible for stages, tents or canopies. Conformance to this Program aids the University in ensuring that stages, tents and canopies are properly permitted through the State, properly engineered, properly installed, routinely inspected and do not present a hazard. This procedure also helps ensure an up to date process to obtain an entertainment permit.

2. SCOPE

2.1 This procedure applies to all University departments or facilities that own or rent stages, tents and canopies.

2.1.1 This procedure is not intended to require individual owners or renters of stages, canopies or tents to apply for a permit. That process is provided by the University's Risk Management and Safety Department.

3. DEFINITIONS / APPLICABILITY

3.1 Stage – Any platform that is 1000 square feet or greater and 48 inches in height from the walking surface to the ground or floor. The definition also includes trailer mounted stages that are greater than 600 square feet.

3.2 Tent– Tents that is 200 square feet or greater in area covered (eg: 10 ft X 20 ft).

3.3 Canopy – Canopies that are 400 square feet or greater in area covered (eg: 20 ft X 20 ft).

4. RESPONSIBILITIES

4.1 The Risk Management and Safety Department (RMS) shall be responsible for the stage, tent and canopy program.

4.2 RMS shall facilitate the communication of the requirements of the program requirements to campus constituents and partners.

4.3 RMS shall provide information to the State Fire Marshall in an entertainment permit application as outlined in the [Application for Stages, Tents and Canopies](#).

4.4 RMS shall work with Procurement Services to ensure that departments, organizations and etc. follow the program guidelines.



- 4.5 RMS shall submit the stage, tent or canopy application to the State.
 - 4.6 Campus Constituents and Partners. Those campus groups that may periodically rent, lease or purchase stages, tents or canopies shall be responsible for the following actions:
 - 4.6.1 Provide resource information on the stage, tent and canopy procedure by completing [Application for Stages, Tents and Canopies](#) and returning it to RMS.
 - 4.6.2 Shall obtain current engineering documents and specifications (including load limits) for the stage, tent or canopy in electronic form and forward them (along with the completed Appendix A to RMS).
 - 4.6.3 Shall provide railing and stair assembly specifications in electronic form and forward to RMS.
 - 4.6.4 Shall provide all specifications related to secondary video or speaker towers that will secure to the stage and forward them to RMS.
 - 4.6.5 Shall provide specific data on wind rating and fire retardant data (tents and canopies) in electronic form and forward them to RMS.
 - 4.6.6 Contact ND Utilities at least 7 days prior to stage, tent or canopy installation to obtain a Utility locate.
 - 4.6.7 Identify and provide an authorized person at the site to manage the number of people and activity on the stage (stage only). Provide the name and contact information to RMS.
5. AUDIT AND REVIEW
- 5.1 On an annual basis, RMS shall conduct an audit of the Stage, Tent and Canopy Program to determine compliance with and effectiveness of the program.
 - 5.2 The annual audit shall consist of a review and evaluation of the application and permitting process.
 - 5.3 Periodic field evaluations shall be conducted by RMS and or NDFD and documented on Appendix B. These evaluations shall be visual.
 - 5.4 RMS shall review all materials prior to notification of approval.
 - 5.4 Audit results shall be maintained by RMS for a period of three years.
 - 5.5 Audit results shall be shared with the organizing department and the contractor.



6. CONTRACTOR

- 6.1 Shall tag a completed stage, tent or canopy stating that the contractor or contractors representative have inspected and approved the installation.
- 6.2 The tag shall include the name and contact information of the contractor, the person providing final approval and their contact information.
- 6.3 A copy of the final approval shall be provided to the requesting organization and RMS.

7. RECORD KEEPING

- 7.1 Each Department, organizer or etc, that obtains a stage, tent or canopy shall Maintain those records for a period of three years.
- 7.2 RMS shall maintain all stage, tent and canopy records for a period of three years.



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

- 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.



APPENDIX B

STAGE TENT AND CANOPY FIELD AUDIT

1. Responsible Party:
Dept./Organizer:
Responsible Party: Phone:

2. Stage ___ Tent ___ Canopy ___
Size:
Location:

3. Contractor Tag visible: Y/N

4. Railings in place: Y/N 5. Stairs/handrails: Y/N

6. Authorized person identified: Y/N 7. Present: Y/N

8. Overall Condition:

9. Comments

Three horizontal lines for writing comments.

History	Effective Date
Stages, Tents and Canopies Program Developed	May 2018