Physical Resources Policy

1.2.49 Temporary Event Tent(s)

Effective Date: May, 2017
Revision Date: N/A
Authorizing Position: Director, Design, Engineering and Construction

Purpose
To provide guidelines for the approval of site location and installation of temporary tent(s) required for events on campus.

Scope
All University of Guelph departments, students and any organizations, groups and individuals requiring a tent erected on campus.

Background
Event tent(s) are defined as "construction". Therefore, their installation must be overseen by Physical Resources via the work request process. Refer to http://www.pr.uoguelph.ca/pr/workrequests.shtml. This process is intended to ensure appropriate safety measures are taken, and applicable legislated requirements are met prior to tent installation. Such approval is also necessary to prevent injury to individuals making contact with buried utility services, or the interruption of supplied utilities or services such as hydro, communications and data.

Policy
Physical Resources will assist the organizing unit requiring the installation of a special events tent by:
- Arranging for underground utility locates in accordance with recognized occupational health and safety procedures.
- Assisting in finalizing a location.
- Determining when building permits are required, and facilitating the process in conjunction with the tent supplier (see item 3 below for exceptions).

Requests to have a tent(s) erected must be made in consultation with Design, Engineering and Construction, Physical Resources. The organizing unit must follow the procedures listed below for the erection of temporary tent(s) on campus.

1. All Tents
   1.1. A work order must be submitted at least six weeks in advance of the date the tent is required, the organizing unit must provide written details to Physical Resources of required tent location, size and other features, dates for installation and removal, need for power, water, etc. This time is required for Architectural Services to advise as to whether the location is feasible, have an underground utility locate completed, and apply for and receive the necessary permits from the city.

   If you are not contacted within 2 days of submitting a work request, contact Physical Resources Manager, Architectural Services at extension 53143, or email jill@pr.uoguelph.ca. Should the Manager, Architectural Services be unavailable, contact extension 52011 for assistance.

   1.2. The organizing unit will typically arrange procurement of a tent directly.
1.3. Physical Resources will arrange for underground utility locates, or preferably facilitate through the tent supplier. Costs for the utility locates service will be charged to the organizing unit through the initial work order or paid directly through the tent supplier.

1.4. The organizing unit is responsible for contacting Campus Community Police and Fire Prevention, directly, at least 6 weeks in advance of the date that the tent is required to determine which fire safety provisions are required once the tent is erected (fire extinguishers, safety protocols etc.)

2. **Tents larger than 60 m² (645 square feet)**

2.1. Tents larger than 60 m² (645 square feet) in area and/or less than 3 metres from adjacent buildings require a building permit and Physical Resources will require the tent supplier to apply, pay for and obtain the permit, and comply with all permit conditions. The building permit application requires a signature by authorized University personnel in Physical Resources.

2.2. In cases where much larger tents are to be used (in excess of 225 m² or 2,421 square feet), structural engineering approval by an independent external engineer is required under the Building Code. The tent supplier will be required to provide this service as part of his/her work.

3. **External Agency Contracts**

There are occasions when the University, through an organizing unit, may enter into a contract with an external agency that will provide their own special event tent. The University's agreement with the external agency must require the external agency to:

3.1. Follow steps 1.1 through 1.5 and 2.1 and 2.2 as applicable.

3.2. Furnish Physical Resources with the tent supplier's current Workplace Safety and Insurance Board (WSIB) Certificate of Clearance prior to tent installation.

3.3. The tent supplier must maintain liability insurance with a minimum coverage of $2,000,000 per occurrence. The University of Guelph must be named as an additional named insurer on the tent supplier's liability insurance policy. The tent supplier must provide a certificate of insurance to the Director, Treasury Operations prior to tent installation.

3.4. Apply, pay for and obtain any required permits, and comply with all permit conditions and submit copies of all permits to Physical Resources prior to tent installation. Any building permit application requires the signature of authorized University personnel in Physical Resources.

3.5. Comply with the University's Health and Safety policies for occupancy and all other applicable legislation.