University of Illinois at Urbana-Champaign
Code Compliance Tent Application
(to be completed by organizer and emailed to fandscodefire@illinois.edu)

Sponsoring Department/Organization: ________________________________

Name of Event: ________________________________

Number of Attendees Expected: ________________________________

Department or Organization: ________________________________

Department Contact Name: ________________________________

Phone Number and Email: ________________________________

Business Providing Tent: ________________________________

Date and Time of Event: ________________________________

Approximate Dates of Tent Construction & Deconstruction: ________________________________

Tent Location: ________________________________

Does the tent have sides? Or is the tent open on the sides? ________________________________

What type of flooring is proposed at the tent location? ________________________________

Checklist (to be completed by organizer):

☐ Certificate of Flame Resistance has been provided with this request. (Organizer request from tent supplier.)

☐ Means of securing the tent to the ground has been provided with this request.

☐ Site plan has been provided with this request (including tent location, indication of any proposed heaters, cooking areas, electrical, and transformers).

☐ If seating is proposed, a dimensioned floor plan indicating the location and width of all exits/egress has been provided with this application. (Not Applicable ☐)

☐ The organizer acknowledges the following announcement shall be provided when advertising for the event:

“If you will need disability-related accommodations to participate in this program/event, please contact (name, host department) at (phone number, e-mail.) Early requests are strongly encouraged to allow sufficient time to meet your access needs.”

☐ The organizer acknowledges there shall be no smoking permitted within the tent.
Additional Questions (to be completed by organizer):

A) Will the entryways, doors, aisles, or other means of ingress/egress be kept unobstructed while the tent is open or occupied by the public? 

B) Will the tent structure and surrounding area be kept free of hay, shavings, straw, or similar combustible materials?

C) Will cooking be proposed?  
(Cooking shall not take place under the tent; cooking shall be a minimum of 20 feet from the tent.)

D) Will any compressed gas cylinders be present (CO2, Propane, etc.)?  
(Compressed gas cylinders must be properly stored, secured in an upright position and well protected from damage; tanks shall be kept a minimum of 10 feet from all buildings.)

E) Is any electrical equipment proposed?  
(If applicable, indicate all lights, switches, receptacles, exit/EM lights, smoke and carbon monoxide detectors, panels, generators on the site plan and floor plan.)

F) Is a generator proposed?  
(If a generator is proposed, provide cut sheets. Locate the generator on the site plan and include the distance from the tent. Indicate on the site plan that a ground rod will be driven for the generator.)

G) Will electric equipment be connected to outlets by electrical cable or cords suitable for outdoor use?  
(All cords shall be sunlight resistant and extra hard usage; all wiring shall be neat and protected from damage.)

H) Will fire extinguishers be provided?  
(Minimum distance to a fire extinguisher shall be 75 feet.)

I) Will any heating devices be present?  
(See Tent Safety handout for requirements for general guidelines of propane or electric heaters.)

Additional Organizer Comments:

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Note: Code Compliance Tent Approval does not indicate facility location approval. Please work with the appropriate facility to grant space reservation approval.

Code Compliance Tent Approval (to be completed by Code Compliance and Fire Safety)

Building Official: ___________________________  Date: _______________