

# University of Illinois Urbana-Champaign Code Compliance Tent Application

*(to be completed by organizer and emailed to [fandscodfire@illinois.edu](mailto:fandscodfire@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 Campus Code Compliance & Fire Safety)**

**Building Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_