

### **Special Events Permit Application**

**The Office of Events, Facilities Use and Filming is responsible for the submission of all campus Special Event Permit applications.**

#### **Application Requirements:**

To allow adequate time to review the application, the special event permit requirements must be submitted to the Events, Facilities Use, and Filming Office 20 business days prior to the event.

- 1) An accurate event diagram of the event site indicating the following:
  - a) Dimensions of tents and canopies
  - b) Stage location including dimensions
  - c) Grandstands including dimensions
  - d) Generator placement
  - e) Barricades surrounding generators
  - f) Location of existing buildings or structures in the vicinity of the event site
  - g) Location of any cooking equipment
  - h) Identification of any structures/tents including, sidewalls, flooring, decorative material
  - i) Emergency Exits
  - j) Location of all Fire Extinguishers
  - k) Emergency access roads and existing Fire Lanes
  - l) Location and dimensions of table layout
  - m) Location and dimensions of chair layout
  - n) Exit locations and dimensions
  - o) Temporary Fencing with dimensions
  - p) Location of food vendors and food trucks
  - q) Location of exit signs
  - r) No smoking signs
  - s) Location of electric panels
  
- 2) Additional required documents:
  - a) Manufacturer Specifications for stages and event-related equipment
  - b) Flame resistance certification for tents, side walls, stage skirting and decorative materials