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

Final approval of the permit may be subject to a field inspection. Stand-by personnel may be required for the event at the discretion of the Office of the State Fire Marshal.