

BUSINESS POLICY LETTER

TO: All Members of the University Community

2004:04

DATE: January 2005

Portable Outdoor Event Structures

I. PURPOSE

To provide for a written policy and procedure for the placement of portable outdoor event structures on the Ferris State University grounds. This policy provides for protection to the environment, persons at the event and to prevent damage to site utilities at the event.

II. POLICY

It is the policy of Ferris State University to allow for the placement of portable outside event structures/tents in a manner consistent with safe and non-destructive practices on the campus grounds. Prior authorization must be obtained for the placement of tents, portable trailers, portable toilets, air tents, concession and construction trailers, canopies, semi-tractor/trailers and all other similar structures and/or vehicles. This policy and the *Request for Temporary Placement of Portable Outdoor Structures* form do *not* constitute approval of the event, or any related activities, for which the structure is requested. Event approvals must still be obtained through the appropriate office.

III. PROCEDURES

- A. Obtaining a request form. Contact the Physical Plant Service desk at (231) 591-2920 to obtain a "Request for Temporary Placement of Portable Outdoor Structures" form.
- B. Submitting the completed form – send a completed form to the Physical Plant Service desk at least fourteen (14) business days in advance of the date on which the event is scheduled.
- C. The review process – the request will be processed promptly and the request will be either approved or denied based on the location of utilities or pedestrian traffic, the inability to secure utility clearances, and potential damage to landscape, plantings, lawn areas or black top surfaces.
- D. Return of the request form – the completed form will be returned to the individual who represents the organization or group wanting to place the portable structure on campus.
- E. Denial revocation process – the process to amend a denied placement application is to submit a new request for placement form with a revised site location and/or component of the installation that was the reason for the denied placement.

This policy shall be reviewed and revised as necessary by the Superintendent of Grounds, Roads & Walks or his/her designee through the Office of the Assistant Vice President for Physical Plant. Any revision of this policy shall be effective upon approval of the revised policy by the Vice President for Administration and Finance.

Richard P. Duffett,
Vice President for Administration and Finance

Contact: Physical Plant

**REQUEST FOR TEMPORARY PLACEMENT
OF
PORTABLE OUTDOOR STRUCTURES**

Originating Department: _____

Date of Request: _____

Name of Requestor: _____

Address/Location: _____

Telephone: _____ Fax#: _____

Email: _____

Description of Request: _____

Location Description: _____

Date of Requested Placement: _____

Type of Structure: (Please check one or more)

_____ Tents
 _____ Air Tents
 _____ Canopy(s)
 _____ Trailer (Concessions, Demonstration, etc.)
 _____ Portable Toilet Facilities
 _____ Construction Trailers
 _____ Semi Trailer/Tractor Units
 _____ Other (Please Describe)

Vendor Name: _____

Address: _____

Telephone/Fax/Email: _____

Contact Name: _____

Signature of Requestor: _____

Signature of Dept. Head: _____

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TO BE COMPLETED BY PHYSICAL PLANT:

	Approval	Denial	Date
Electrical	_____	_____	_____
Plumbing	_____	_____	_____
Telecomm	_____	_____	_____
Grounds	_____	_____	_____
Miss Dig	_____	_____	_____

Form Return Date to Requestor: _____